



# 1994-95 Catalog



**EDISON**

*Southwest  
Florida's  
Community  
College*



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# **EDISON COMMUNITY COLLEGE**

## **1994-1995 CATALOG**

### **Charlotte County Campus**

2511 Vasco Street  
Punta Gorda, Florida 33950  
(813)639-8322

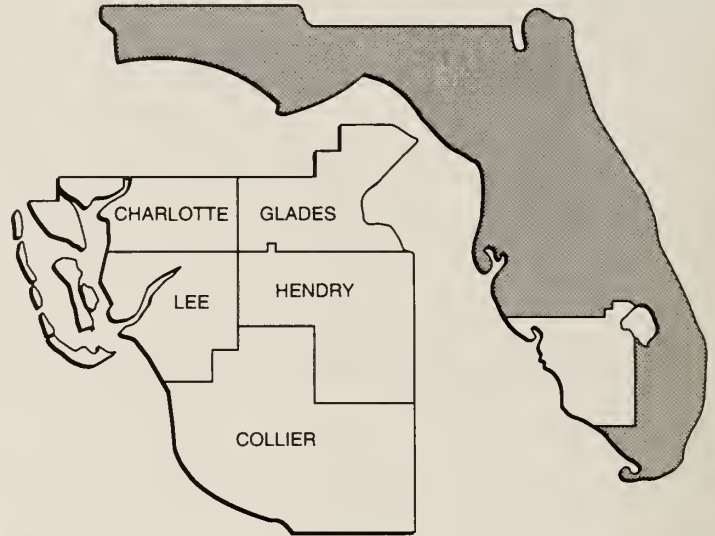
### **Collier County Campus**

7007 Lely Cultural Parkway  
Naples, Florida 33962  
(813)732-3700

### **Lee County Campus**

8099 College Parkway, SW  
P.O. Box 60210  
Fort Myers, Florida 33906-6210  
(813)489-9300  
TDD (813)489-9093

Edison Community College is part of the Florida state system of public community colleges and is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts and Associate in Science degrees and Certificates. Edison is also a member of the American Association of Community Colleges and the Florida Association of Community Colleges. The information in this catalog is subject to change without notice.



# EDISON

SOUTHWEST FLORIDA'S COMMUNITY COLLEGE

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## DISTRICT OFFICES

8099 College Parkway, S.W.  
P.O. Box 60210  
Fort Myers, Florida 33906-6210

## DISTRICT ADMINISTRATION

**Kenneth P. Walker**  
District President

**Robert R. Jones**  
Vice President  
Management and Budget

**James A. Slusher**  
Vice President/Operations  
Provost/Lee County Campus

**Harold E. Nolte**  
Vice President  
Student Services

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# Edison Community College District Board of Trustees



**Mary Lee Mann**  
*Chairman*  
Lee County



**Gregory A. Carlton**  
*Vice Chairman*  
Hendry County



**James R. Adams**  
Lee County



**J. Dudley Goodlette**  
Collier County



**Archie B. Hayward, Jr.**  
Lee County



**Ann Johnson Kelly**  
Charlotte County



**Dr. Robert C. Lynch**  
Charlotte County



**Dr. Marie F. Snow**  
Collier County



**Charles E. Taylor, Jr.**  
Glades County



Dear Students,

Welcome to Edison Community College. Our faculty and staff are dedicated to the philosophy of providing top quality education in a friendly atmosphere with individual attention to the needs of our students. You will find that we have an outstanding faculty qualified by professional preparation and experience, and dedicated to the creation of a meaningful, successful, and disciplined learning environment.

Our students come from diverse backgrounds, with different learning styles, needs, and abilities. Some are just out of high school; others are returning to the classroom after several years of adult life; some are enrolled in college full time; others work at full-time jobs and attend class part time. Yet all share the common interest of preparation for a better life through increased knowledge.

We are committed to the pursuit of excellence through effectiveness, efficiency and accountability. Please help us achieve excellence by coming with a dedication and commitment for serious learning which will enable you to reap the maximum benefits from your experience here. We also ask your help in continuing efforts to improve the college. Give of your time, effort and abilities in a positive and constructive way which will make the college a better place because you have been here.

Sincerely,

Kenneth P. Walker  
District President

# Edison Community College's Mission Statement

Recognizing the worth and dignity of the individual and society's need for educated citizens, the mission of Edison Community College is to provide those post-secondary learning experiences necessary to assist individuals in determining and reaching a variety of educational, personal, and career goals. Consistent with the concepts of community college education and dedication to high standards of achievement, Edison Community College fulfills its mission through the following specific endeavors:

- College courses and programs at the freshman and sophomore levels offered for personal development and/or transfer for continuation of undergraduate studies.
- Post-secondary career-oriented courses and programs which provide students with marketable skills and expertise in selected technical areas.
- Recreational and leisure programs which enable students to enrich their lives physically, socially, culturally, and intellectually.
- Developmental instruction to assist students in pursuing the necessary skills to attain their educational goals.
- Leadership as an educational and cultural resource in serving the diverse and developing needs of the district.

## Philosophy of General Education

The purpose of the general education program at Edison Community College is to provide students with a common set of learning experiences which will help equip them to participate effectively in our society. These experiences are broad enough and include enough options to allow the individual student to prepare for the future in accordance with individual abilities, needs and interests. Every effort is made to incorporate the values of general education into all college programs.

Because we are living in a period of rapid and continuing change, the intent of the general education program is to help students develop the ability to think; to solve problems and to learn general principles rather than isolated bits of knowledge or training which may soon become obsolete. The elements which help to develop and enhance essential aspects of the individual's personality are:

1. An awareness and knowledge and appreciation of the physical world in which we live, characteristics of human behavior, problems of human existence, and
2. An acquisition of the skills necessary for self-expression and creativeness, and for active involvement as concerned and thinking citizens.

Experimentation and innovation, processes for which community colleges have unique capabilities, are encouraged within our own institution.

The means by which these objectives may be accomplished are innovative and directed toward the future. Standard or conventional types of education are reexamined and revised. Experiments must be tried and accepted or discarded. The process of teaching and learning is a dynamic one and every available learning tool and method must be considered and employed where desirable and feasible.

*Programs, activities and facilities of Edison Community College are available to all on a non-discriminatory basis, without regard to race, color, creed, religion, sex, age, handicap, marital status, or national origin. The college is an equal access Equal Opportunity Employer. Questions pertaining to educational equity, equal opportunity or equal access should be addressed to the Director of Human Resources.*

# History

Edison Community College celebrates its 33rd year of service to Southwest Florida this year. Since the first students were admitted to Edison in the fall of 1962, the college has enrolled more than 100,000 students in credit courses. Associate in Arts and Associate in Science degrees are offered at Edison as well as one-year certificate programs.

From its first quarters in the old Gwyne Institute Building in downtown Fort Myers, Edison moved to its permanent 80-acre campus in South Lee County in June 1965. Following a master plan designed to provide for growth and future needs, the Lee County Campus now includes eight permanent structures and the Barbara B. Mann Performing Arts Hall to meet the needs of students and a growing community. The University of South Florida at Fort Myers is located adjacent to Edison's Lee County Campus, offering expanded educational opportunities to students at both institutions.

Edison's Collier County Campus opened in March of 1992. The beautiful new campus is located on a 50-acre site near S.R. 951 and Rattlesnake Hammock Road, in east Naples. Planning is now underway for a third permanent campus, the Charlotte County Campus, in Punta Gorda.

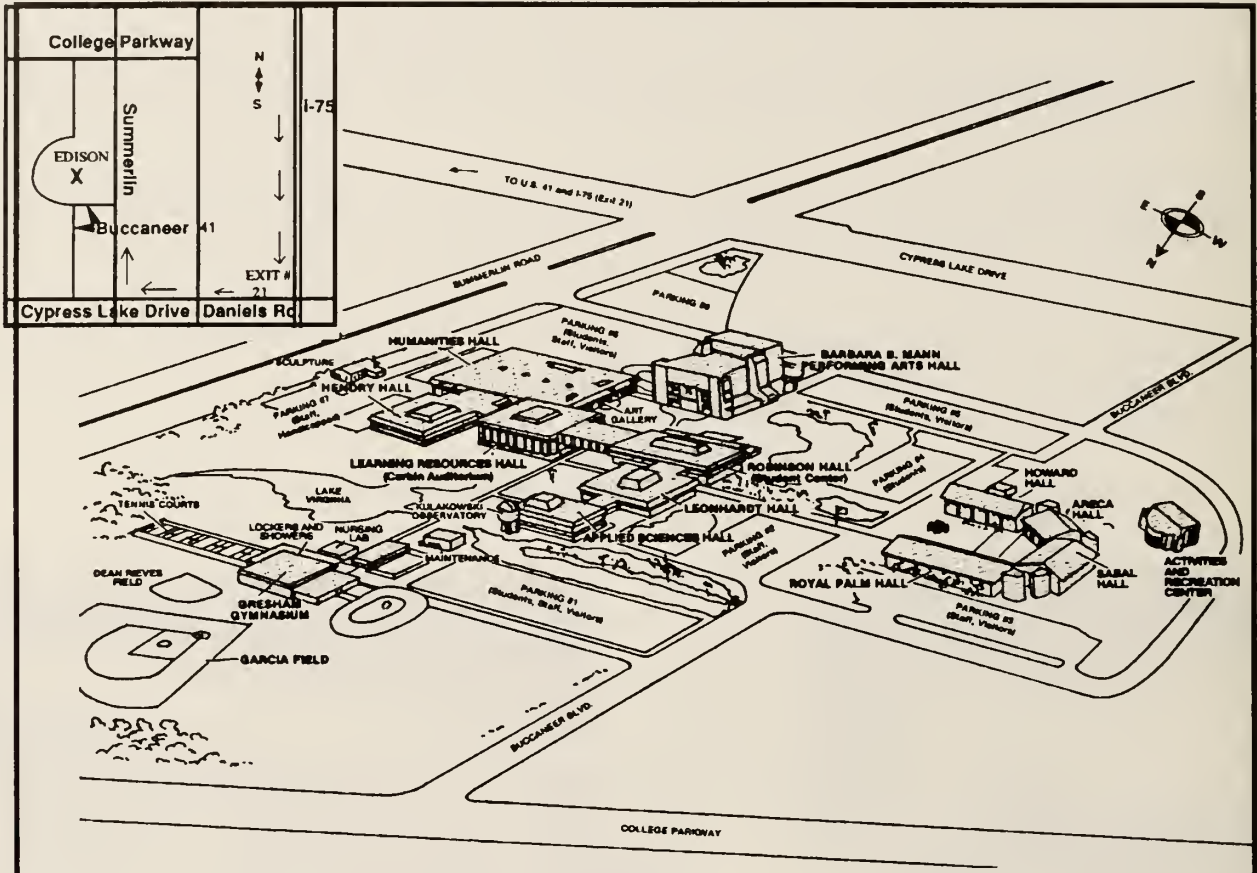
Edison receives its funding primarily from the State of Florida. Students fees and federal grants provide approximately one-third of the college budget, with individual and private grants supplementing the nearly two-thirds provided by state sources. The Edison Community College Endowment Corporation, Inc., provides more than \$500,000 per year in aid to Edison students and programs.

Edison Community College is governed by its District Board of Trustees composed of nine representatives of Charlotte, Collier, Hendry, Glades and Lee Counties. The members are appointed to four-year terms by the Governor of Florida. Currently about 350 professional and support staff members provide the full-time instructional and support services for the more than 10,000 credit and 12,000 non-credit students who participate in Edison courses and programs each year.



# Lee County Campus

The Lee County Campus is located on an 80-acre site between College Parkway and Cypress Lake Drive in South Lee County. Courses of study leading to Associate in Arts, Associate in Science, or Certificate programs, as well as non-credit Continuing Education classes are offered at the Lee County Campus. The first permanent location of the college, the Lee County Campus, was constructed in 1965. The campus is made up of one and two story classroom buildings including: library; bookstore, cafeteria; student center; auditorium; gymnasium and physical education facilities and specialized laboratories for science, computer science, nursing, allied health and college preparatory classes. The Barbara B. Mann Performing Arts Hall, the Gallery of Fine Art, and the Kulakowski Observatory are located on the Lee County Campus.



## Applied Science Hall

Health Sciences

## Leonhardt Hall

Learning Assistance  
Science & Mathematics

## Robinson Hall

Administrative Offices  
Bookstore  
Cafeteria  
Classrooms  
Information  
Student Activities  
Student Development  
Student Government and Club Offices  
Student Support Services

## Learning Resources Hall

Business Office  
Corbin Auditorium  
Human Resources  
Learning Resources

## Humanities Hall

Art Gallery  
Fine Arts  
Humanities  
Social Sciences

## Hendry Hall

Business Tech  
Computer Lab  
Engineering Lab

## Sabal Hall

Edison Advising  
Edison Assessment  
Edison Counseling

## Royal Palm Hall

Edison Admissions  
Edison Continuing Education  
Edison Records  
Edison Registration  
Edison Financial Aid

## Gresham Gymnasium

Gym  
Classroom

## Activities & Recreation Center

USF Wellness Center

## Areca Hall

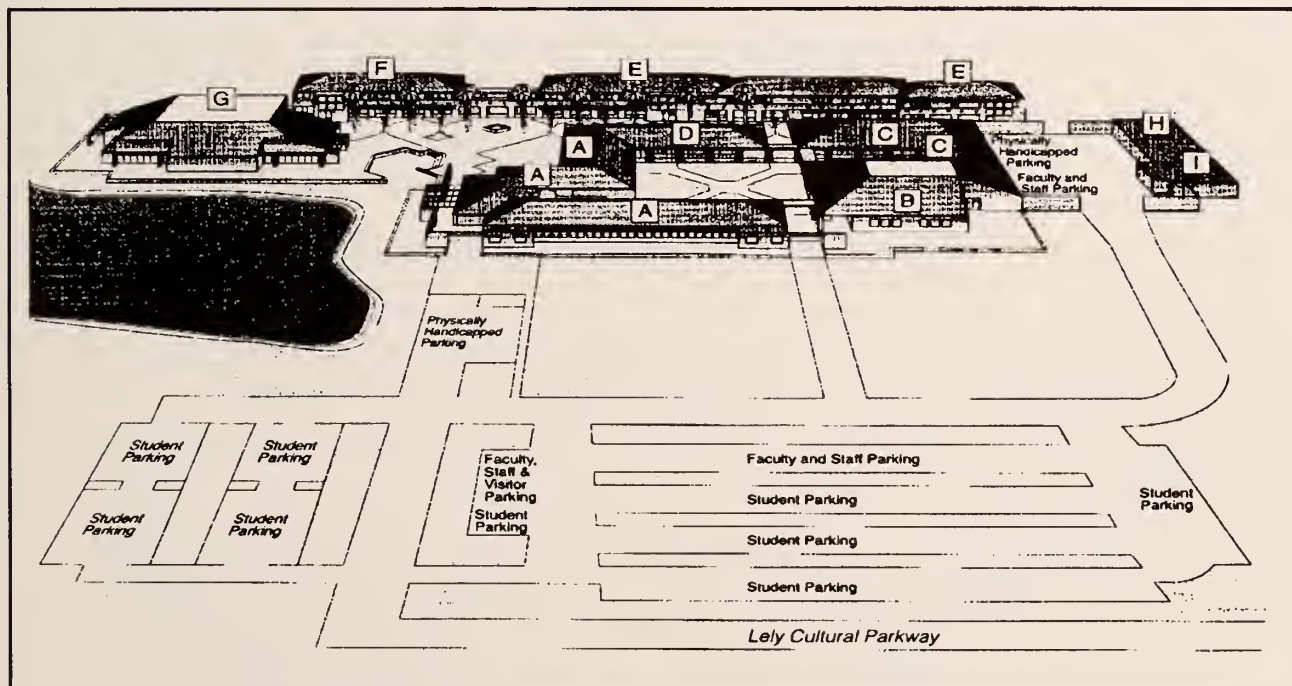
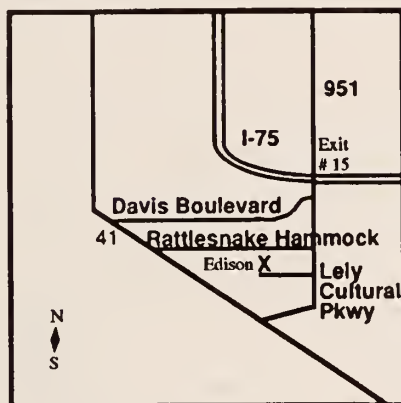
Lecture Halls  
USF Faculty

## Howard Hall

USF Admissions  
USF Records  
USF Registration  
USF Financial Aid

# Collier County Campus

The Collier County Campus of Edison Community College is located on a 50-acre site at 7007 Lely Cultural Parkway, just south of Rattlesnake Hammock Road and west of State Road 951 near Naples. The campus is made up of one and two-story classroom buildings including: library, bookstore, cafeteria, classrooms, auditorium, student center, gymnasium and physical education facilities; biology, chemistry, and physics laboratories; specialized laboratories for computer science, EMT, and nursing; and college preparatory classes. Day, evening and weekend classes are offered in programs leading to the Associate in Arts Degree and the Associate in Science Degree as well as non-credit Continuing Education workshops, seminars and classes.



## **“A” Building:**

Administration  
Admissions  
Cashier  
Continuing Education  
Counseling  
Faculty Office  
Registration  
Student Services

## **“B” Building:**

Auditorium

## **“C” Building:**

Bookstore  
Cafeteria

## **“D” Building**

Student Center

## **“E” Building:**

Classrooms  
Computer Lab  
Nursing Lab  
Science Labs

## **“F” Building:**

Faculty Office

## **“G” Building:**

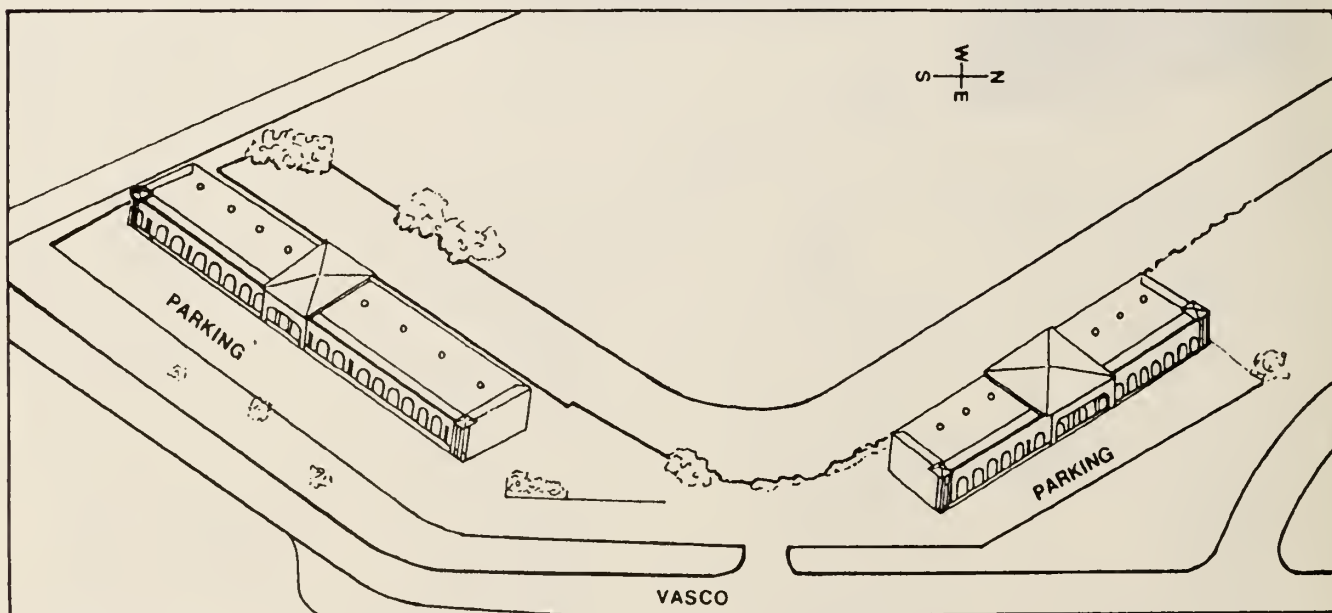
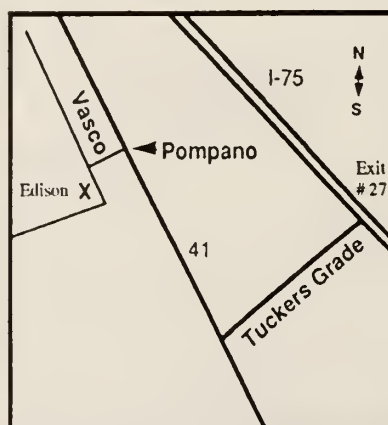
Learning Resources  
Classrooms  
Learning Assistance Lab

## **“H” & “I” Building:**

Plant Operations

# Charlotte County Campus

The Charlotte County Campus in Punta Gorda serves the residents of Charlotte County and adjacent areas with its interim campus, located at US 41 and Airport Road. The campus provides students with admission testing, advising, textbook sales, information on financial assistance, registration and other necessary services. Academic advising is provided by a team of counselors and faculty. A full schedule of day and evening classes allows most students to finish their entire program in Charlotte County. Staff members and counselors are available to assist students daily Monday through Friday. In addition to the academic programs, the campus supports a Student Government Association, student clubs, and various student activities. Campus facilities include classrooms, computer science and Learning Assistance laboratories, library, student center, bookstore, study area and staff and faculty offices. Construction of a new, permanent Charlotte County Campus is planned soon in Punta Gorda.



# Campus Traffic Regulations

## Vehicle, Automobile Registration and Parking

As Edison Community College is a member of the public education system of Florida, out-of-state students are required to have a valid Florida driver's license when operating a motor vehicle on the streets and highways of Florida if they are employed in Florida. Out-of-state students should acquire Florida license plates for their vehicles if the vehicles are titled in the parents' name, and if they or their parents are employed in Florida, and/or if they claim in-state tuition rates.

1. Vehicles used on campus by enrolled students, night or day, full time or part-time, must be registered on campus with the Cashiers Office. Parking decals are FREE. When registered vehicles are traded, students are asked to remove the decals.
2. Parking decals expire on August 31st of each academic year.
3. Decals must be affixed to the left rear bumper and plainly visible while vehicle is parked.
4. When a vehicle is to be used temporarily, the Public Safety Department must be contacted in order to obtain a temporary parking permit.
5. The campus map and parking lot signs indicate where students may park. Students are prohibited from parking in designated staff lots.
6. Designated disabled parking spaces are reserved for persons who are permanently disabled. To use these spaces, students must have a special handicap permit issued by the local county license tag office.
7. Each campus closes to parking after 11:00 pm, unless Public Safety Department has received prior notification.
8. A person who registers a vehicle on campus is responsible for assuring that the vehicle, regardless of who drives it, is parked in conformance with the campus parking regulations.
9. Any theft or accident on campus involving your car must be reported immediately to Public Safety.
10. Designated parking spaces for motorcycles and mopeds are provided. Please park in these spaces and not on the grass, sidewalks or near campus buildings.
11. Unauthorized parking in RESERVED or RESTRICTED spaces is prohibited.
12. The absence of NO PARKING signs does not mean that parking is allowed. Parking on the grass, along roadways, drives, curbs, sidewalks or ramps is prohibited. Parking is permitted only in paved lots or in designated parking areas.
13. Vehicles must be parked within marked spaces. Parking diagonally or taking up two parking spaces is not allowed.
14. The speed limit on campus is 30 m.p.h unless otherwise posted. Speed limit in all parking lots or service drives is 10 m.p.h.
15. Campus Traffic and Parking Regulations and directive signs governing the use of motor vehicles are in effect 24 hours a day, all year long, unless specifically limited. Inclement weather does not bar their enforcement.
16. Moving violations, i.e., speeding, reckless driving, etc. may be referred to an appropriate law enforcement agency.
17. The Public Safety Officer is on duty to assist students whenever possible, but he/she is also required to enforce all traffic and parking regulations and issue citations for violations in accordance with these regulations.
18. Students who receive traffic or parking citations must pay the appropriate fine to the Edison Cashier within 14 working days. If students wish to contest the fine, they must submit a written appeal within 14 working days to the Student Court.
19. Any student who does not pay a traffic or parking fine that has been assessed will not receive transcripts or college recommendations and will not be permitted to register for classes until the fine is paid.
20. The following traffic or parking fines are in effect: Each Non-Moving Violation other than parking in disabled spaces: \$10.00. This category includes parking violations, parking on the grass, failure to display a current, valid decal/permit, parking in a reserved space or lot, improperly parked, parked in a No Parking area, blocking an entrance or ramp.
  - Parking in a disabled space: \$25.00.
  - Littering on campus: First offense: \$10.00.
  - Abuse of a Public Safety Officer may result in a fine of \$10.00.
  - Fines collected will be used to augment Edison's student loan funds.

# Academic Calendar

## Summer B 1994

- MARCH 8, 1994 .....ADVISING: Advising begins for *degree-seeking* students for the next session
- MARCH 22-APRIL 8, 1994.....REGISTRATION: *Currently enrolled students* (by appointment)
- MARCH 22-June 29, 1994.....Drop-Add Period
- MARCH 8, 1994 .....Testing and Orientation
- APRIL 11-JUNE 29, 1994.....REGISTRATION: For *new degree-seeking, new dual enrollment* and *credit-in-escrow students*
- JUNE 6-29, 1994 .....OPEN REGISTRATION
- JUNE 24, 1994 .....ADMISSIONS: *Last day for new degree seeking students to apply for admission*
- JUNE 27, 1994 .....CLASSES BEGIN
- JUNE 29, 1994 .....Last day to register for graduation at end of session
- JUNE 29, 1994 .....REFUNDS: *Last day to receive 100% refund of fees*
- JUNE 29, 1994 .....Last day to change program of classes; enter classes
- JULY 2-4, 1994.....HOLIDAY: CLASSES NOT IN SESSION
- JULY 18-20, 1994 .....Mid-Session Examinations
- JULY 21, 1994 .....Last day to withdraw from a College Prep course without it counting as an attempt
- JULY 21, 1994 .....“Unsatisfactory” grades due from professors
- JULY 22, 1994 .....“Mini-Semester” (Late Start) Classes Begin
- JULY 25, 1994 .....Last day to remove “incomplete” from previous session
- JULY 25, 1994 .....Last day to drop a course or withdraw from College without academic penalty
- JULY 20, 1994 .....Last day to apply for Human Services Program
- AUGUST 11-15, 1994.....FINAL EXAMINATIONS
- AUGUST 16, 1994 .....GRADES: Final grades are due on the final day of examinations

# Academic Calendar

## Fall 1994

|                                |                                                                                                               |
|--------------------------------|---------------------------------------------------------------------------------------------------------------|
| MARCH 8, 1994 .....            | ADVISING: Advising begins for <i>degree-seeking</i> students for the next session                             |
| MARCH 22-APRIL 8, 1994.....    | REGISTRATION: For <i>currently enrolled</i> and <i>returning students</i> (by appointment)                    |
| APRIL 11-August 29, 1994.....  | Drop-Add Period                                                                                               |
| MARCH 8, 1994 .....            | Testing and orientation for <i>new degree-seeking</i> students                                                |
| APRIL 11-AUGUST 29, 1994 ..... | REGISTRATION: For <i>new degree-seeking</i> , <i>new dual enrollment</i> and <i>credit-in-escrow</i> students |
| JULY 11-AUGUST 29, 1994 .....  | OPEN REGISTRATION                                                                                             |
| AUGUST 19, 1994 .....          | ADMISSION: <i>Last day for new degree-seeking to apply for admission</i>                                      |
| AUGUST 23, 1994 .....          | CLASSES BEGIN                                                                                                 |
| AUGUST 29, 1994 .....          | Last day to register for Graduation at end of session                                                         |
| AUGUST 29, 1994 .....          | REFUNDS: <i>Last day to receive 100% fee refund</i>                                                           |
| AUGUST 29, 1994 .....          | Last day to change program of classes; enter classes                                                          |
| AUGUST 29, 1994 .....          | OTHER: Liability insurance due: Nursing, Paramedics, EMT, Respiratory Care, Cardiovascular                    |
| AUGUST 29, 1994 .....          | Nursing Achievement Test fees due                                                                             |
| SEPT 1-30, 1994 .....          | LPN's only-challenge & entrance examinations. Contact Nursing Dept. Fees due prior to exams                   |
| SEPTEMBER 2, 1994 .....        | Last day to register for CLAST                                                                                |
| SEPT 3-5; NOV. 24-27           |                                                                                                               |
| DEC. 17-JAN 1, 1995 .....      | CLASSES NOT IN SESSION                                                                                        |
| SEPTEMBER 20, 1994 .....       | Last day to remove incomplete from previous session                                                           |
| OCTOBER 1, 1994.....           | CLAST TESTING                                                                                                 |
| OCTOBER 11-17, 1994 .....      | Mid-Session Examinations                                                                                      |
| OCTOBER 18, 1994 .....         | Last day to withdraw from a college prep course without it counting as an attempt                             |
| OCTOBER 18, 1994.....          | "Unsatisfactory" grades due from professors                                                                   |
| OCTOBER 17, 1994.....          | "Mini-Semester" (Late Start) Classes Begin                                                                    |
| NOVEMBER 15, 1994 .....        | Last day to drop a course or withdraw from College without penalty                                            |
| OCTOBER 17, 1994.....          | Last day to apply for Human Services Program                                                                  |
| DECEMBER 2-8, 1994 .....       | FINAL EXAMINATIONS                                                                                            |
| DECEMBER 9, 1994.....          | GRADES: Final grades due on the final day of examinations                                                     |

# Academic Calendar

## Spring 1995

- OCTOBER 10, 1994 .....ADVISING: Advising begins for *degree-seeking* students for next session
- OCTOBER 24-  
NOVEMBER 4, 1994 .....REGISTRATION: *Currently enrolled* and *returning* students (by appointment)
- OCT 24-JAN 10, 1995 .....Drop-Add Period
- OCTOBER 10, 1994 .....Testing and orientation for new degree-seeking students
- NOV 14-JAN 11, 1995 .....REGISTRATION: For *new degree-seeking*, *new dual enrollment* and *credit-in-escrow* students
- NOV 28-JAN 11, 1995 .....OPEN REGISTRATION
- JANUARY 3, 1995 .....ADMISSION: *Last day for new degree-seeking students to apply for admission*
- JANUARY 5, 1995 .....CLASSES BEGIN
- JANUARY 11, 1995 .....OTHER: Liability insurance due: Nursing, Paramedics, EMT, Respiratory Care, Cardiovascular
- JANUARY 11, 1995 .....Last day to register for Graduation at end of session
- JANUARY 11, 1995 .....REFUNDS: *Last day to receive 100% fee refund*
- JANUARY 11, 1995 .....Last day to change program of classes; enter classes
- JANUARY 11, 1995 .....Nursing Achievement Test fees due
- JAN. 14-16  
MAR. 13-19, 1995 .....CLASSES NOT IN SESSION
- JANUARY 20, 1995 .....Last day to register for CLAST
- FEB. 1-MARCH 30, 1995 .....LPN's only - challenge & entrance examinations. Contact Nursing Dept. Fees due prior to exams
- FEBRUARY 2, 1995 .....Last day to remove incomplete from previous session
- FEBRUARY 18, 1995 .....CLAST TESTING
- FEBRUARY 23-  
MARCH 1, 1995 .....Mid-Session Examinations
- FEBRUARY 27, 1995 .....“Mini-Semester” (Late Start) Classes Begin
- MARCH 2, 1995 .....Last day to withdraw from a college prep course without it counting as an attempt
- MARCH 2, 1995 .....“Unsatisfactory” grades due from professors
- APRIL 6, 1995 .....Last day to drop a course or withdraw from college without academic penalty
- MARCH 1, 1995 .....Last day to apply for Human Services Program
- APRIL 21-27, 1995 .....FINAL EXAMINATIONS
- APRIL 28, 1995 .....GRADES: Final grades are due on the final day of examinations
- APRIL 28, 1995 .....GRADUATION CEREMONY: Optional for graduates

# Academic Calendar

## Summer A 1995

|                             |                                                                                                               |
|-----------------------------|---------------------------------------------------------------------------------------------------------------|
| MARCH 6, 1995 .....         | ADVISING: Advising begins for <i>degree-seeking</i> students for the next session                             |
| MARCH 20-31, 1995 .....     | REGISTRATION: For <i>currently enrolled</i> and <i>returning</i> students (by appointment)                    |
| MARCH 20-MAY 10, 1995 ..... | Drop-Add Period                                                                                               |
| MARCH 6, 1995 .....         | Testing and orientation for new degree-seeking students                                                       |
| APRIL 10-MAY 10, 1995 ..... | REGISTRATION: For <i>new degree-seeking</i> , <i>new dual enrollment</i> and <i>credit-in-escrow students</i> |
| APRIL 24-MAY 10, 1995 ..... | OPEN REGISTRATION                                                                                             |
| MAY 5, 1995 .....           | ADMISSION: <i>Last day for new degree-seeking students to apply for admission</i>                             |
| MAY 8, 1995 .....           | CLASSES BEGIN                                                                                                 |
| MAY 5, 1995 .....           | Last day to register for CLAST                                                                                |
| MAY 10, 1995 .....          | Last day to register for Graduation at end of session                                                         |
| MAY 10, 1995 .....          | REFUNDS: <i>Last day to receive 100% fee refund</i>                                                           |
| MAY 10, 1995 .....          | Last day to change program of classes; enter classes                                                          |
| MAY 27-29, 1994 .....       | CLASSES NOT IN SESSION                                                                                        |
| MAY 30-JUNE 1, 1995 .....   | Mid-Session Examinations                                                                                      |
| JUNE 2, 1995 .....          | "Mini-Semester" (Late Start) Classes Begin                                                                    |
| JUNE 1, 1995 .....          | Last day to apply for Human Services Program                                                                  |
| JUNE 5, 1995 .....          | Last day to remove "incomplete" from previous session                                                         |
| JUNE 2, 1995 .....          | Last day to withdraw from a college pre course without it counting as an attempt                              |
| JUNE 3, 1995 .....          | CLAST TESTING                                                                                                 |
| JUNE 2, 1995 .....          | "Unsatisfactory" grades due from professors                                                                   |
| JUNE 5, 1995 .....          | Last day to drop a course or withdraw from college without academic penalty                                   |
| JUNE 22-26, 1995 .....      | FINAL EXAMINATIONS                                                                                            |
| JUNE 26, 1995 .....         | GRADES: Final grades are due on the final day of examinations.                                                |

*\*Lee Campus Assessment Center not open May 15-19, 1995*

# Bookstore Offers Textbooks, Supplies & Gifts

Bookstores are located on each campus. They carry the required books for courses at Edison Community College and USF at Fort Myers. The bookstore carries supplies for art, writing, computer, engineering, and nursing students. Imprinted clothing, class rings, and other memorabilia can be purchased there. General items such as greeting cards, calculators and tape recorders are carried for your convenience. Students with a current driver's license and Edison or USF Identification cards may cash personal checks in the amount of ten dollars maximum. Students may also use their American Express, VISA, Discover, or MasterCard to pay for purchases (\$5.00 minimum). A year-round book buy-back service is provided at the bookstore.

Students who drop courses within the drop/add period listed in the college catalog may return textbooks for a full refund, provided the following criteria are met:

1. Students must have dropped the class for which the book was purchased, must have withdrawn from the college, or the class must have been cancelled.
2. The book must be in NEW condition, not defaced or damaged.

3. The textbook must be accompanied by a cash register receipt and a drop or withdrawal slip from the Office of Admissions and Records. (This must be completed by end of the Drop and Add period).
4. Last day for refunds is posted in the bookstore for every session. Note: it is the responsibility of the student to observe the refund date.
5. Paperback novels may not be returned for refund at any time.

## BOOKSTORE HOURS\*

**CHARLOTTE COUNTY CAMPUS** Ph. 639-8322

Hours vary by semester. Call for current schedule.

**COLLIER COUNTY CAMPUS** Ph. 732-3738

Monday-Thursday 8:30 a.m. - 7:30 p.m.

Friday 8:30 a.m. - 1:00 p.m.

**LEE COUNTY CAMPUS** Ph. 489-4818

Monday-Thursday 8:30 a.m. - 7:30 p.m.

Friday 8:30 a.m. - 3:00 p.m.

*\*Special hours are observed at the beginning of each session and are posted in the stores.*

# Learning Resources

Learning Resources Centers are located on each campus. Edison Community College students have access to over 145,000 volumes in the book collection as well as thousands of items in audiovisual video and microfilm formats. There are approximately 1,300 periodical and journal title available for study and information.

The card catalog has been replaced by on-line public access catalog (OPAC) terminals. These can be used to find information on the materials in the Learning Resource collection and for the collection in the State University System libraries. A wide variety of materials and services are available to the user ranging from books, films, video tapes, microfilms, serials and periodicals to reference help, closed circuit television, group study rooms and a quiet, congenial atmosphere for study and reflection. Also available for use are several computer CD-ROM databases.

An information sheet clarifying the library's circulation policy is available at the circulation desk.

## The hours for Learning Resources are as follows:\*

**CHARLOTTE COUNTY CAMPUS** Ph. 639-8322

Monday-Thursday 8:30 a.m. - 8:00 p.m.

Friday 8:30 a.m. - 4:30 p.m.

**COLLIER COUNTY CAMPUS** Ph. 732-3773

Monday - Thursday 8:00 a.m. - 10:00 p.m.

Friday 8:00 a.m. - 4:00 p.m.

**LEE COUNTY CAMPUS** Ph. 489-9303

Monday - Thursday 7:00 a.m. - 10:00 p.m.

Friday 7:00 a.m. - 5:00 p.m.

Saturday 9:00 a.m. - 1:00 p.m.

Sunday 1:00 p.m. - 5:00 p.m.

*\*Hours for Learning Resources are subject to change.*

# Computer Lab Hours\*

**CHARLOTTE COUNTY CAMPUS**

Mon. - Thurs. 8:30 am - 8:00 pm

Friday 8:30 am - 4:30 pm

*(Hours in the Charlotte Lab depend on class schedules)*

**COLLIER COUNTY CAMPUS**

Mon. & Wed. 8:30 am - 12:00 pm

1:00 pm - 4:30 pm

Tues. & Thurs. 8:30 am - 12:00 pm

1:00 pm - 4:00 pm

6:30 pm - 10:00 pm

Friday 12:30 pm - 4:00 pm

**LEE COUNTY CAMPUS**

Mon. - Thurs. 8:00 am - 10:00 pm

Friday 8:00 am - 4:00 pm

Saturday 8:30 am - 1:30 pm

*\*ALL LAB HOURS ARE SUBJECT TO CHANGE WITHOUT NOTICE*

# Glossary of Terms

**Accreditation**-Certification that the college has met established standards and is nationally recognized by SACA (the Southern Association of Colleges and Schools), the regional accrediting association. Edison is fully accredited.

**ACT-Enhanced**-American College Testing Program. One of the five assessment tests accepted for entry placement at Edison.

**Activity Period**-A non-class period set aside for student activities and various presentations.

**Advanced Placement**-Earning of college credits prior to enrollment at Edison (usually during high school) by passing certain examinations, such as those administered by the College Entrance Examination Board.

**Articulation Agreement**-Agreement between Florida's public junior/community college and universities assuring junior-level status to students who complete general education and graduation requirements in university parallel programs in community colleges.

**Assessment**-Initial testing and subsequent evaluation of students to aid in placement and progress in reading comprehension, writing, English, arithmetic and algebra.

**Audit**-Regular credit course taken for **non** credit. Students are exempt from tests but usually must adhere to class attendance policies. The cost is the same as for credit courses.

**Buc Week** (Lee Campus)-Annual week of entertainment and fun in the Fall semester during the activity periods.

**Career Programs**-Two year Associate in Science degree programs with courses designed to prepare the students for a specialized occupation. It is usually not transferrable to upper division status at a university.

**CLAST** (College Level Academic Skills Test)-State-required test of college-level competency given to sophomores to qualify for the Associate in Arts degree. Associate in Science degree-seeking students who are planning to transfer to a state university and A.S. students seeking financial aid must also take the CLAST.

**CLEP** (College Level Examination Program) - CLEP is credit awarded by examination (given by College Board) in specified subjects. Meeting the minimum passing score is required for credits applicable toward a degree. Information is available in counseling.

**College Night** - An evening for students, prospective students, families and friends to visit Edison and meet representatives of more than 100 college and universities. Usually held in the Fall semester.

**Continuing Education**-Non credit subjects offered to the community through Edison.

**C.E.U.** (Continuing Education Unit)-One C.E.U. is awarded for every ten contact hours of instruction in an organized continuing education/non-credit course.

**CONAP**-Programs and special services designed to meet unique needs of active-duty military personnel.

**Co-requisite**-A course which must be taken at the same time as another course.

**CPT**-Computerized Placement Test, an academic assessment test for students who have not taken a placement within three years prior to enrollment. The CPT is used for placement into either college level classes or college preparatory courses.

**Credit by Examination**-College credit in specified subjects granted by successful completion of national tests. See CLEP.

**Credit Hour**-A credit is an artificial unit which represents the number of hours one spends each week in class over the course of a semester. For example, a student enrolled in ENC1101 (3 credits) spend approximately 3 hours weekly for 15 weeks in class.

**Credit in Escrow**-Courses taken at Edison by high school students. Credits are held in escrow until the student has graduated from high school, and are not applicable for high school graduation.

**Cross Enrollment**-A student enrolled at a college or university where a degree is sought, who is taking certain specified courses at another institution at the same time in order to meet particular degree requirements (see Transient Student).

**Degree Seeking Student**-One whose admission requirements have been fully met and who is working toward a degree.

**Dual Enrollment**-A student enrolled at two educational institutions (a high school and a community college) concurrently. See your high school counselor for information.

**Early Admission**-Full-time enrollment at Edison by high school students. Permission of high school is required. See your high school counselor for information.

**EGL**-The Edison Guiding Light program is made up of student assistants who work in the Office of College/Student Relations. They assist in recruiting and retention of students.

**ESL**-English as a Second Language. An assessment for students for whom English is not the primary language.

**Entry Level Assessment**-Placement system, primarily for English and math skills, which aids students in planning their educational program. Edison uses the College Placement Test (CPT).

**FEE**-A non-refundable financial charge for services rendered, such as admission, laboratory fees, special tests.

**Financial Aid Transcript**-Official record of financial aid funds received by a student. This is required of all students who transfer and apply for financial assistance.

**Foreign Language Requirement**-A requirement by Florida's state universities. Students transferring to the university *must* have earned two years of the same foreign language credit at the high school or 8-10 hours at the community college level. Effective August 1, 1989.

**Full-Time Student**-Enrollment for 12 or more semester hours in Fall and Spring, 6 or more semester hours in Summer A or B. Non-degree students are not permitted to enroll full-time.

**General Education**-A specific number of semester hours of basic liberal arts courses required as foundation in the Associate in Arts degree program.

**Grade**-Alphabetical measures of academic success ranging from excellent (A) to failure (F).

**Grade Forgiveness Policy**-The Forgiveness Policy permits students to repeat a course in an attempt to improve the grade. Only the last grade earned in a repeated course will be computed into the grade point average, provided the last assigned grade is not a "W" (Withdrawal) or an "X" (Audit). However, all courses attempted will appear on the transcript. The Grade Forgiveness form should be completed after the final grade for the repeated course has been recorded.

**GPA (Grade Point Average)**-Dividing total quality points earned by total credit hours attempted, resulting in a decimal figure ranging from 4.0 downward.

**Graduation Check**-Formal list of courses completed/required prepared by Advising/Counseling. The graduation check must be made at 45 semester hours.

**Grant**-Non repayable Financial aid funds awarded for college expenses to qualified students.

**International Student**-A student who has entered the United States on a nonimmigrant Visa (most often an individual on a student visa). Immigrants, refugees and US citizens who do not speak English as a native language are not classified as international students at Edison.

**Learning Assistance (LA)**-A math, reading and writing support center for scheduled classes, referrals, and drop-in students needing help with academic reading, writing and math projects. (LA is sometime referred to as DLA-the Department of Learning Assistance.)

**Minimester**-A short semester (seven weeks) of credit instruction.

**Non-credit**-A continuing education course for which college credit is not granted.

**Mann Hall**-The Barbara B. Mann Performing Arts Center is located on the Lee Campus.

**Part-time Student**-Enrollment for less than 12 semester hours in Fall or Spring sessions, or less than six semester hours in Summer A or B. A part time student may be degree seeking or non degree seeking.

**Prerequisite** - A course which must be satisfactorily completed before entering a higher level related course.

**Probation**-A status given to students who fail to maintain satisfactory academic progress.

**Quality Points**-The value, ranging from 4 to 0 for grades "A" to "F" multiplied by the number of credits i.e., 3 credits x A(4pts.)=12 quality points for all courses completed. Used in determining grade point average (GPA).

**Residency**-Students must prove Florida residency for at least 12 calendar months to be eligible for in-state tuition. Further information is available in the Admissions Office.

**Scholarships**-Financial assistance for college expenses granted by donors to qualified recipients. Further information is available in the Financial Aid Office.

**SAT**-Scholastic Assessment Test. One of the five tests accepted for entry placement at Edison.

**Semester**-Time period in which classes meet. Fall and Spring sessions are approximately 16 weeks each. Summer A and B minimester are approximately seven weeks. A three credit course meets approximately 45 clock hours during a semester or minimester.

**Semester Hour**-See credit hour.

**Student Support Services**-Support, advising, counseling, assessment, tutoring and other services provided to students who are qualified due to educational, economic, cultural, language or physical disadvantage under a federally funded program.

**Student Activities**-Various student associations, projects, endeavors, contests, and functions of an extracurricular nature which are offered through the college.

**Student Classification**-Pertains to full-time, part-time, regular or special, freshman or sophomore, audit or credit, career or university parallel, etc.

**Student Government Association (SGA)**-Official representatives of the student body to the administration in matters concerning student life.

**Student Course Load**-Number of credit hours carried each semester.

**Suspension**-Status under which a student is no longer permitted to attend college for specific periods of time.

**Transcript**-Office record of courses and grades housed in the Records Office.

**Transfer Student**-Student who has attended more than one educational institution.

**Transient Student**-One who attends a few classes at one educational institution to complete degree requirements and major course work of another institution. A transient student letter from the host institution must accompany the student at the time of admission to Edison.

**Tuition**-Financial charge for each credit hour of instruction.

**Tutorial Assistance**-Special academic help in specified subjects.

**University Parallel Program**-Courses of study leading to Associate in Arts degree which parallel the first and second level requirements of a four-year degree.

**Withdrawal**-Removal from a course(s) by completion of proper forms.

# Helpful Information

|                                                                   | Department                                           | Lee<br>County | Collier<br>County | Charlotte<br>County |
|-------------------------------------------------------------------|------------------------------------------------------|---------------|-------------------|---------------------|
| Academic Standing, Probation,<br>Suspension, Reinstatement        | Records & Admissions                                 | 489-9317      | 732-3702          | 639-8322            |
| Academic Advisement                                               | Academic Advisement                                  | 489-9365      | 732-3706          | 639-8322            |
| Add/Drop or Change Course                                         | Registration                                         | 489-9364      | 732-3701/3702     | 639-8322            |
| Admissions                                                        | Admissions                                           | 489-9360      | 732-3701/3702     | 639-8322            |
| Books and Classroom Supplies                                      | Bookstore                                            | 489-4818      | 732-3738          | 639-8322            |
| Career and Personal Counseling                                    | Counseling Center                                    | 489-9230      | 732-3703          | 639-8322            |
| Career assessments, Interpretation                                | Counseling Center                                    | 489-9320      | 732-3702          | 639-8322            |
| Career Placement                                                  | Lee Campus-Robinson Hall                             | 489-9282      | _____             | _____               |
| CLAST Testing Information                                         | Counseling Center                                    | 489-9383      | 732-3701/3702     | 639-8322            |
| CPT Testing Information                                           | Assessment Center                                    | 489-9383      | 732-3703          | 639-8322            |
| Dual Enrollment                                                   | Admissions                                           | 489-9360      | 732-3701/3702     | 639-8322            |
| Evaluation of Permanent Records                                   | Records                                              | 489-9320      | 732-3701/3702     | 639-8322            |
| Financial Aid                                                     | Financial Aid                                        | 489-9336      | 732-3705          | 639-8322            |
| Information General/New Students<br>College/Student Relations     |                                                      | 489-9318      | _____             | 639-8322            |
| Loans                                                             | Financial Aid                                        | 489-9336      | 732-3705          | 639-8322            |
| Lost and Found                                                    | Lee Campus-Robinson Hall<br>Collier County, Security | 489-9203      | 732-3703          | 639-8322            |
| New Students/Orientation                                          | Counseling Center                                    | 489-9230      | 732-3703          | 639-8322            |
| Pay College Fees,<br>Adjustment in College Bills                  | Cashiers Office                                      | 489-9386      | 732-3714          | 639-8322            |
| Permission to Organize a Club                                     | Student Activities                                   | 489-9131      | 732-3768/3702     | 639-8322            |
| Registration                                                      | Registration                                         | 489-9364      | 732-3705          | 639-8322            |
| Scholarships                                                      | Financial Aid                                        | 489-9336      | 732-3701          | 639-8322            |
| Student Employment                                                | Human Resources                                      | 489-9293      | 732-3768          | 639-8322            |
| Telephone Registration "Reggie"                                   |                                                      | 489-4437      | 732-0235          | 629-2112            |
| TDD Machine for Deaf                                              |                                                      | 489-9093      |                   |                     |
| To File an Academic Petition                                      | Records                                              | 489-9317      | 732-3701/3702     | 639-8322            |
| Transcripts and Academic Records                                  | Records                                              | 489-9317      | 732-3701/3702     | 639-8322            |
| Transfer into Edison                                              | Admissions                                           | 489-9360      | 732-3701/3702     | 639-8322            |
| Transfer credits out of Edison                                    | Records                                              | 489-9317      | 732-3701/3702     | 639-8322            |
| Veterans' Benefits                                                | Financial Aid                                        | 489-9336      | 732-7305          | 639-8322            |
| Withdrawal from College before<br>Last Day to Withdraw with a "W" | Registration                                         | 489-9364      | 732-3701/3702     | 639-8322            |
| Work Study                                                        | Financial Aid                                        | 489-9336      | 732-3705          | 639-8322            |



## Sources of Edison Student Information

The Edison Community College Catalog is the official source of information on courses, programs, fees, academic and student regulations. The regulations in this catalog are based upon current conditions and are subject to change without notice. Edison Community College reserves the right to modify any statement in accordance with unforeseen conditions. Copies of this catalog may be obtained from the Counseling Centers on each campus.

It is recommended that you make yourself thoroughly familiar with the contents of the catalog. The time you spend with your advisor will be more profitable if you have an understanding of such things as curriculum, course content, program requirements and other material included in the catalog.

Bulletin boards are provided for your benefit on each campus. Timely information on activities, events, deadlines and registration changes can be found daily on these strategically-placed boards. To get the very most from your college experience, keep track of things going on at Edison by checking frequently with these information sources.

# **ADMISSIONS & FINANCIAL AID**



# Admission Requirements

## Degree-Seeking Students:

### Associate in Arts and Associate in Science

1. The following Admissions requirements are hereby approved for all degree-seeking students: A valid standard Florida high school diploma<sup>1</sup> from a regionally accredited secondary school granted in accordance with S232.246 F.S.; or the General Education Development (GED) diploma (provided the examination was given in the English Language). Non-resident or private high school students who have completed an accredited high school curriculum in accordance with S240.321(2)(b), F.S., are approved for admission.
2. Students who have not graduated from high school but who are enrolled under Dual Enrollment or Early Admissions provisions in 6Hx6-2.02 may be admitted.
3. Placement testing is required of all degree-seeking students prior to registration.
  - (a) A full set of scores from any of the following tests are accepted: ACT-ENHANCED; ASSET; MAPS; SAT; or CPT. (The CPT is administered at the Lee, Collier and Charlotte campuses.)
  - (b) Only scores received on one of these tests taken within the last three years are valid.
  - (c) Testing is used to determine placement in English, mathematics, and reading courses.
  - (d) If the student does not achieve the minimum scores on these tests, the student will be placed in, and required to complete, appropriate College Preparatory instruction.
  - (e) To be eligible to register for college-level course work in these areas, the following minimum scores must be met:

| TEST         | READING         | ENGLISH      | MATH        |
|--------------|-----------------|--------------|-------------|
| ACT-Enhanced | 16              | 16           | 16          |
| ASSET        | 37              | 37           | 37          |
| MAPS (OLD)   | 13<br>(TSWE)    | 31           | 209         |
| MAPS (NEW)   | 109             | 311          | 613         |
| SAT          | 340<br>(VERBAL) | 31<br>(TSWE) | 400         |
| CPT          | 72              | 78           | 51<br>(ALG) |

<sup>1</sup> All credentials should be submitted at least six weeks month before beginning a degree program. Advising is unofficial until transcripts are evaluated.

## Certificate Programs

Admission requirements for certificate programs are identical to those for the A.S. program.

## Non-Degree-Seeking Students

1. High School graduation or a GED is required to enroll in credit courses.
2. A non-degree-seeking student is defined as a student who does not intend to earn a degree at Edison Community College.
3. If non-degree-seeking students wish to change degree-seeking status, they must meet admissions requirements for the program or degree to which they wish to change.
4. Non-degree-seeking students are not admitted to any specific program so long as they remain under this non-degree status. However, these students must meet all course prerequisites for any course taken.
5. Non-degree-seeking students are limited to a maximum academic load of eleven (11) semester hours during the Fall or Spring sessions and a maximum academic load of three (3) semester hours during the Summer A or Summer B sessions.
6. Once non-degree-seeking students earn thirty (30) credit hours they must become degree-seeking students and must meet all requirements for admission to and continuation in the degree-seeking student status. Students who are transferring or already have degrees must provide documentation to the Director of Admissions and Records.
7. Most English composition and mathematics courses require testing.

**NOTE:** *Non-degree students are limited regarding financial aid, veteran's benefits, athletic eligibility, and all academic programs/services which may require degree-seeking status.*

## Transient Students

Students enrolling at Edison Community College who are attending with the approval of another college or university and who intend to return to the institution will be considered Transient Students. The following is required:

1. An application for admission and a statement of good standing from the college to which the student is returning.
2. Permission to enroll in specific courses at Edison Community College.
3. This statement must be in the student's record before registration (or presented at time of registration).

## Audit Students

Students who intend to register for informational instruction only and are not working for college credit may register for courses as AUDIT. Regular fees are charged for auditing. Prerequisites may be waived as long as students qualify for admission.

## Transfer Students

1. Edison Community College accepts credits transferred from other regionally accredited colleges and universities.
2. **Students MUST complete the last 15 credit hours of course work** at Edison Community College to graduate from this institution.
3. Students who are eligible to return to the institution of origin may be officially admitted to Edison Community College upon receipt of their transcripts and approval of the College administration.
4. Students who are not eligible to return to the institution of origin must petition for admission to Edison Community College. Valid and clear reasons for admitting the student under these circumstances must be given before such a petition will be considered.
5. Transfer students with less than an overall 2.0(C) grade point average, according to Edison Community College computation, must have their application and transcript(s) reviewed by the College administration before final admission can be given. Transfer students admitted to Edison Community College with less than an overall 2.0 (C) grade point average will be placed on academic warning and should participate in REA1620, Special Study Skills.
6. Students transferring to Edison Community College are accepted on the basis of the grade point scale at Edison Community College rather than the grade point scale at the previous institution.
7. Transfer credit will be given only for those courses in which a grade of "D" or better was attained. Edison does not guarantee transferability of any "D" work taken here or elsewhere.
8. Transfer students may be exempt from placement testing. They must have obtained a "C" or better in a college-level English composition course and/or college level algebra course.
9. The physical education graduation requirements from Edison Community College may be fulfilled or partially fulfilled by transfer of physical education activity courses whether or not they carried credit or grades at the previous institution.
10. Transfer students must achieve an overall grade point average of 2.0 including work undertaken at previous institutions in order to graduate from Edison Community College. Transfer students must also achieve a 2.0 GPA overall at Edison Community College.
11. Students in their initial session at Edison Community College must achieve a grade average of 2.0 by the end of 18 credit hours attempted or be placed on probation for one semester or two summer sessions.
12. Consideration will be given for differences in transfer credit hours requirements on the basis of the intent of the general education requirements at Edison Community College.
13. Degree-seeking students must have transfer transcripts received by Edison Community College Admissions and Records Department before registration for a second session may be permitted.

## Students from Non-Accredited Post secondary Institutions

Students transferring to Edison Community College from non-regionally accredited institutions of higher education will be admitted in full standing. However, no course work taken or GPA earned at the non-accredited institution will be transferred to Edison Community College or used in the GPA for graduation from Edison Community College.

## Students From Other Than Florida Public High Schools

1. Students from non-regionally accredited secondary institutions will be accepted on provisional status until they have obtained an overall grade point average of 2.0 at the completion of their first 12 hours of academic work and are placed in college level classes.
2. For acceptance to an Edison degree program, all students must have completed an accredited high school curriculum or G.E.D. in accordance with F.S. 240.321(5)(b).
3. Students who are US citizens or resident aliens or refugees and who have graduated from a foreign secondary school but whose records are unobtainable for political reasons may be admitted by special permission of the College administration.

## Non-Native English Speakers

When an applicant's primary language is not English, Learning Assistance staff must ascertain whether or not assistance is necessary in English and whether or not English as a Second Language must be taken. Since English is the medium of instruction in classes, the applicant must demonstrate sufficient mastery of English to benefit from instruction before being admitted.

Students who have TOEFL scores of 550 or higher or who have attended the previous four years of high school or college where the language of instruction is English shall be exempt from English assessment testing at this college.

## International Students on Student Visas

International students are welcomed at Edison Community College, but they must meet the admission requirements outlined below in addition to the admission requirements for degree-seeking students. The following admission requirements apply to international students on student visas:

1. The applicant must apply for admission and submit all required admissions credentials (as outlined below) to the Office of Admissions no later than thirty (30) days prior to the first class day of the term in which she/he seeks admission.
2. The applicant must supply the Office of Admissions and Records with the official test result from the Test of English as a Foreign Language (TOEFL) with a score of 550 or greater or an examination determined equivalent by the College.
3. The applicant must submit a financial statement and/or affidavit of support. This must be official and should

- provide evidence that funds are available to the student for tuition and fees, living expenses, books, etc. The College does not provide sponsors, housing or transportation. Public transportation is available.
4. The applicant must provide official transcripts from all secondary schools, colleges, universities, technical and other post-secondary schools attended. These transcripts must be certified as official. Transcripts in languages other than English must include an official certified English translation. The translation must include authentic verifying statements and signatures. The applicant must have at least the equivalent of U.S. high school graduation to be eligible for admission. Admission decision will be made when all documents are received.
  5. The applicant seeking to transfer from a U.S. college or university must provide all the information included in (4), above. In addition, the applicant must submit official transcripts. Contact a recognized service for transcript evaluation. Recognized transcript evaluation services are World Education Service in New York and Joseph Silney and Associates in Miami, Florida.
  6. All international students must meet the Standards of Academic Progress and must maintain full time status.

## Requirements For Re-admission

Former students who have not attended Edison within the past year must submit an application and such other information as may be required by the Admissions Office. Degree-seeking students readmitting after three years of non-attendance, who have not completed English and Math requirements must complete the College Placement Test (CPT) or other assessment test.

## Credit From Military Service Schools

It is the policy of the Board that training in military service schools may be accepted by Edison and college credit may be awarded by Edison for such training in accordance with the following conditions and stipulations:

1. The person making the request must be currently enrolled at Edison as a degree seeking student.
2. The person making the request must furnish the following documents to the Director of Admissions and Records at the time the request is made:
  - a. Armed Forces of the United States Report of Transfer or Discharge.
  - b. Course Completion Certificate for each service school/course for which credit is being requested,
  - c. DD214 Form.
3. In addition to the documents required in (2) above, a person requesting acceptance of credit from U.S. Army Military Occupational Specialty (MOS) schools/courses must provide the following documents:
  - a. Course Completion Certificates from each MOS producing school/course completed.
  - b. Either USAEEC Form 10 (for enlisted personnel from October 1975 through December 1976), or Skill Qualification Test, Individual Soldier's Report (ISR) (for enlisted personnel from January 1977 through present).
- c. For Warrant Officers, the Officer Qualifications Record (DA Form 66).
4. In addition to the documents required in (3), above, a person requesting acceptance of credit from U.S. Navy general rates and ratings schools/courses, must provide either of the following documents:
  - a. Navy Occupational/Training and Awards History (NAVPERS 1070/604).
  - b. Application for Evaluation of Educational Experiences During Military Service (DD Form 295).
5. The Guide to the Evaluation of Educational Experiences in the Armed Services will serve as the basis for Edison accepting such training and awarding college credit. Credit may be awarded at the discretion of the Director of Admissions and Records.
6. Credits will be granted under this rule in those areas appropriate to the lower division baccalaureate level. They will be included in a student's degree program as long as they fulfill published degree requirements.

## Public Law 93-380

(Family Educational Rights and Privacy Act)

The United States Government, through Public Law 93-380, requires the following statement to be made:

Directory information is defined as the name, address, social security number, telephone number, date and place of birth, major field of student, dates of attendance, degrees and awards received and the most recent educational institution attended by the student.

In the absence of a written notice by a student to withhold any or all information included in the definition of "directory information", the college reserves the right to release any of this information as it may consider desirable and in compliance with the law. Non-directory information such as grades on transcripts will be released to agencies outside of the college upon written request by the student. Students may request confidential status through the Records office.

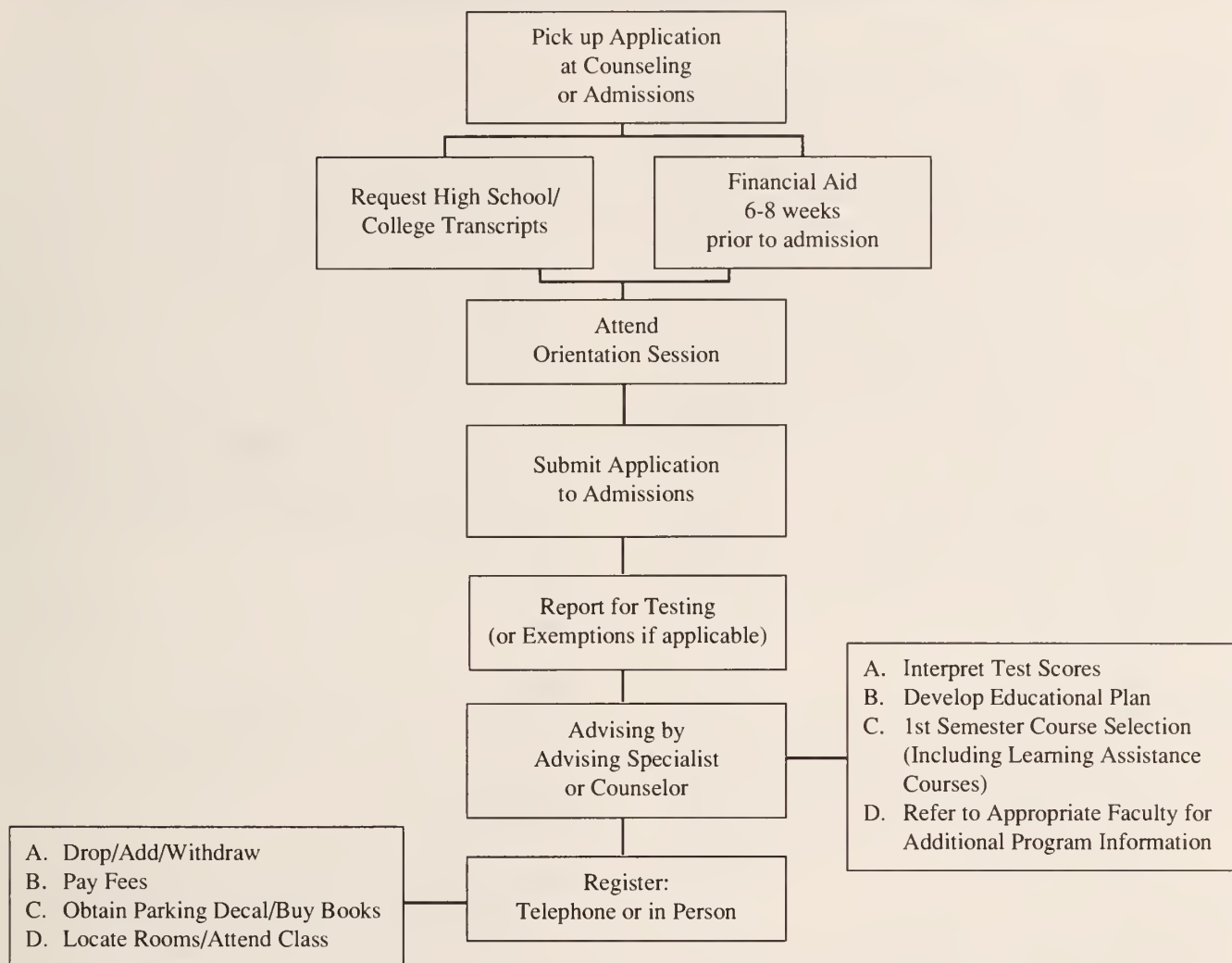
# Admission Procedures

1. Request an appointment for ORIENTATION at the campus you plan to attend.  
(This is required for new degree-seeking students and recommended for non-degree seeking students.)
2. Complete an application and send/take to the Admissions Office.  
New Degree seeking applicants must complete this application by the date specified on the college calendar.
3. Request from high school, GED office, and/or college attended that transcripts be sent directly to the Admissions Office (Lee Campus) of Edison Community College as soon as possible. Applicants previously attending more than one college must request that official transcripts from each college attended be sent to the Admissions Office. Transcripts should be received one month before classes begin. It is also suggested that students bring a copy for initial advising.
4. Complete a health form (voluntary).
5. Upon receipt of all above items new degree-seeking students should proceed to orientation, testing, advisement, and registration. Attendance at orientation is required.

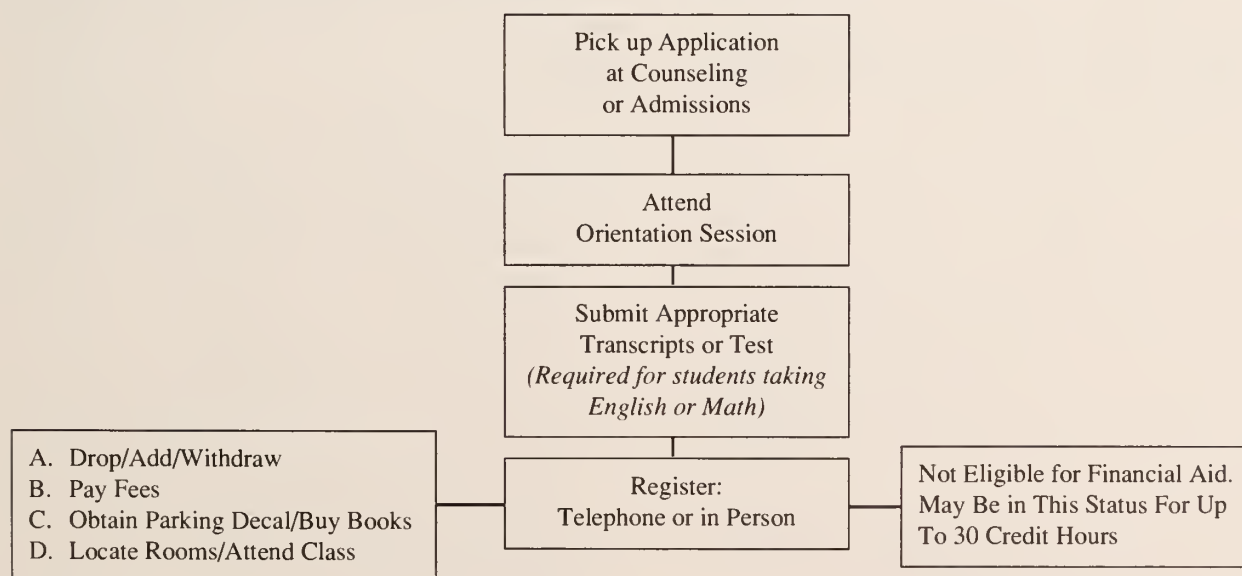
## SUMMARY OF SUPPORTING DOCUMENTS REQUIRED FOR ADMISSION

|                                                      | Entry Placement Testing | Application form | Affidavit of Residence | High School Transcript/GED | College Transcript(s) | Health Form (voluntary) | H.S. Counselor & Principal Recommendation | TOEFL Scores/ESL Test Score | Letter of Good Standing & Permission to Enroll | Letter from Sponsor | Physical & Dental Exam | American Red Cross Standard First Aid Cert. | Copy of DD214 (for Veterans only) | ESE 542-Dual Enrollment |
|------------------------------------------------------|-------------------------|------------------|------------------------|----------------------------|-----------------------|-------------------------|-------------------------------------------|-----------------------------|------------------------------------------------|---------------------|------------------------|---------------------------------------------|-----------------------------------|-------------------------|
| Degree Seeking Students (first time in college)      | X                       | X                | X                      | X                          |                       | X                       |                                           |                             |                                                |                     |                        |                                             | X                                 |                         |
| Degree Seeking Students in Transfer Programs         | X                       | X                | X                      | X                          | X                     | X                       |                                           |                             |                                                |                     |                        |                                             | X                                 |                         |
| Foreign Students-All Categories                      | X                       | X                | X                      | X                          | X                     | X                       |                                           | X                           |                                                | X                   |                        |                                             |                                   |                         |
| Early Admissions Students                            | X                       | X                | X                      | X                          |                       | X                       | X                                         |                             |                                                |                     |                        |                                             |                                   | X                       |
| Credit in Escrow Students                            |                         | X                | X                      |                            |                       | X                       | X                                         |                             |                                                |                     |                        |                                             |                                   |                         |
| High School Dual Enrollment Students                 | X                       | X                | X                      |                            |                       |                         | X                                         |                             |                                                |                     |                        |                                             |                                   | X                       |
| Transient Students-All Categories                    |                         | X                | X                      |                            |                       | X                       |                                           |                             | X                                              |                     |                        |                                             |                                   |                         |
| Associate Degree Nursing Students (RN)               | X                       | X                | X                      | X                          | X                     | X                       |                                           |                             |                                                |                     | X                      |                                             | X                                 |                         |
| Emergency Medical Technology Degree Seeking Students | X                       | X                | X                      | X                          | X                     | X                       |                                           |                             |                                                |                     | X                      |                                             | X                                 |                         |
| Non Degree Seeking Students                          |                         | X                | X                      |                            |                       | X                       |                                           |                             |                                                |                     |                        |                                             |                                   |                         |
| Audit Students                                       |                         | X                | X                      |                            |                       |                         |                                           |                             |                                                |                     |                        |                                             |                                   |                         |

# Procedure for New Degree Seeking Students



# Procedure for Non Degree Seeking Students



# Residency Rules/Guidelines

This is a summary of the Florida Community College Residency Manual. Authority: Florida Statute 240.1201, Florida Administrative Code 6A-10 and Florida Community College Residency Guidelines.

The State Board of Community Colleges and Board of Regents shall maintain consistent policies and practices for the classification of students as resident for tuition purposes.

Effective immediately, Edison Community College admissions procedure must include determination of residency for tuition purposes which is reciprocal among all state colleges and universities for each student.

Once a student has been classified by a public institution, institutions to which they may transfer are not required to re-evaluate the classification unless inconsistent information suggests that an erroneous classification was made or the student's situation has changed.

Florida residency law includes a basic provision for 12 month legal residency prior to the first day of classes for the term residency is sought. The following circumstances must be reviewed:

1. Physical presence;
2. Intent;
3. Dependence/Independence.

**NOTE:** *The student who comes to Florida for continuous enrollment in a public college/university will NOT normally become a Florida resident for tuition purposes regardless of the length of time enrolled. Continuous enrollment implies enrollment in at least two terms per 12 months period.*

## Presumptions or Exceptions

1. Persons married to legal Florida residents may claim the Florida residency of the spouse, provided that they are domiciled in Florida and intend to make Florida their home;
2. Active duty members of the armed services stationed in Florida (and spouse/dependent children) or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida (and spouse/dependent children);
3. Full-time instructional and administrative personnel employed by the State public school system, community colleges and institutions of higher education (and spouse/dependent children);
4. Dependent children residing with a legal resident adult relative, other than the parent, for at least five years.
5. A dependent child whose parents are divorced, separated, or otherwise living apart, will be considered a resident for tuition purposes if either parent is a legal resident of Florida, regardless of which parent claims the minor for tax purposes;
6. Persons who were enrolled as Florida residents for tuition purposes at a Florida institution of higher education, but who abandon Florida residency and then re-enroll in Florida within 12 months of the abandonment;

7. Students from Latin America and the Caribbean who receive scholarships from the federal or state government. The student must attend, on a full-time basis, a Florida institution of higher education.
8. United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependents.
9. Southern Regional Educational Board's Academic Common Market graduate students attending Florida's state universities;
10. Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job related law enforcement or corrections training;
11. Qualified beneficiaries under the Florida Pre-Paid Post-secondary Expense Program per s.240.551(7)(a);
12. McKnight Scholars.

(Documentation appropriate to the exception will be required).

## Eligible Non-Citizen Categories

1. Resident aliens, parolees, asylees, refugees, or other persons married to U.S. Citizens, and temporary permanent residents;
2. VISA categories eligible for in-state status:
  - a. Government officials.
  - b. Treaty, trader or investor;
  - c. Representative of an international organization;
  - d. Foreign information media representative;
  - e. Fiance, children of U.S. Citizens.

## Admission Application

All applicants' residency documentation will be examined by appropriate admissions staff to determine residency.

Examples of inconsistency:

1. Out-of-state emergency address;
2. Graduation from an out-of-state high school within the previous year;
3. Attendance at an out-of-state college, within the previous year;
4. Employment or other out-of-state activity within the previous year;
5. Non-U.S. Citizen or non-permanent resident alien;
6. Florida driver's license, Florida vehicle registration or Florida voter's registration not provided;
7. Florida driver's license, Florida vehicle registration or Florida voter's registration issued at least 12 months before first day of classes of term for which enrollment is sought not provided;
8. Residency statement is not completed or is completed incorrectly.

When an application is inconsistent, the Admissions staff will contact the applicant and advise that they will be classified as non-resident for tuition purposes beginning with the next session until the applicant supplies hard copy evidence of legal Florida residency as outlined below.

## **Evidence to be Required**

The following hard copy documentation may be requested, considered, accepted and/or subsequently recorded on a checklist as evidence of establishing a legal residence in Florida. At least one of the following documents must be dated at least 12 months before the first day of classes.

### **NO SINGLE DOCUMENT SHALL BE CONCLUSIVE**

1. Proof of purchase of permanent Florida home;
2. Professional/occupational license in Florida;
3. Full-time, non-temporary employment in Florida;
4. Purchase of Florida Real Property;
5. Part-time permanent employment in Florida;
6. Proof of membership in Florida organizations;
7. Proof of acceptance of permanent employment in Florida;
8. Family ties in Florida;
9. Florida Incorporation;
10. Florida Voter's Registration;
11. Declaration of Domicile in Florida;
12. Florida Vehicle Registration;
13. Florida Driver's License;
14. Absence of evidence of establishing a legal residence elsewhere;
15. Documentation from a financial institution showing establishment of an account;
16. Classification as a Florida resident at another Florida public college of university.

## **Appeals**

Designated residency appeals office (Director of Admissions and Records) will receive appeals regarding the Admission classification. This office will convey to the applicant the final residency determination and the reasons. This will be provided to the student in writing upon request.

## **Reclassification**

Established procedures will be followed in reclassifying students from non-Florida to Florida residents and for Florida residents who have subsequently lost their residency status.

All requests for change of residency and supporting hard copy documentation will be examined by admissions staff. Admissions staff are authorized to make prospective residency determinations as of the term for which applications are made.

It is important to understand that living or attending school in Florida is not sufficient evidence to establish residency for tuition purposes. Students must show that they were in Florida to maintain a bona fide domicile.

The following list of hard copy evidence may be accepted and considered and filed or recorded on a residency checklist as evidence of establishing legal residence in Florida.

1. For independent students, if appropriate, obtain parent/student tax returns, affidavits, employment records, bank accounts, etc., and at least one document of legal residency dated at least 12 months before the term for which legal residency is sought. (See previous list of acceptable evidence.)
2. For dependent students, if dependent on a Florida resident parent/legal guardian, obtain from parent/legal guardian: a) proof of dependent status and b) at least one document of legal residency pertaining to the parent/legal guardian which is dated 12 months before the first day of classes. (see previous list of acceptable evidence).
3. If dependent on out-of-state parent/legal guardian, they may be only rarely reclassified (e.g. graduate student, married, resided in Florida more than five years). The advice of the residency appeals officer (Director of Admissions and Records) should be sought prior to reclassifying a student who is dependent on out-of-state parents.
4. For students seeking reclassification under an exceptional category, require and file or record hard copy documentation appropriate to the particular category (e.g. marriage certificate, military orders, teaching contract, etc.).

## **Appeals**

Upon appeal of a classification all residency determination will be subject to judicial review as "final agency action" in the appropriate District Court of Appeals.

# STUDENT EXPENSES

Notice: Fees are subject to change if approved by the Florida Legislature.

Students will be invoiced for the fee increases, if applicable.

## Registration and Fees

Fees are payable at the time of registration. No registration will be completed until matriculation, tuition, and other required fees have been paid in full. In the event of financial need, an application for loan funds may be made to the Financial Aid Office. **Students should be prepared for retroactive billing.**

ALL STUDENTS (Including audit)

ALL SESSIONS (Per Credit Hour)

| Student Fees        | In-State       | Out-of-State    |
|---------------------|----------------|-----------------|
| Matriculation       | \$30.25        | \$ 30.25        |
| Tuition             | 0.00           | 90.75           |
| Financial Aid Fee   | 1.50           | 6.00            |
| Student Activity    | 3.00           | 3.00            |
| Capital Improvement | 1.00           | 3.00            |
| <b>TOTAL</b>        | <b>\$35.75</b> | <b>\$133.00</b> |

In addition to the fees above, the following special fees will be assessed as appropriate:

**STUDENT SERVICES FEE** .....\$5.00

## EXAMINATION FEES PER TERM:

Nursing Achievement Examinations  
for Sophomores .....\$28.00 total  
U. of F. Basic Principles and  
Practices (Course I).....\$ 7.00 each  
U. of F. Brokers (Course II).....\$ 7.00 each  
Challenge Exam for LPN's.....\$10.00 total

## INSURANCE

Annual fee assessed at first clinic registration each year.  
Current fees subject to change based on insurance carrier rates.

**Category I** .....\$16.00

Public Services • Radiologic Technology  
Dental Hygiene • Nursing • Respiratory Care

**Category II**.....\$22.00

Cardiovascular Technology  
Emergency Medical Technology  
Emergency Medical Services Tech. (Paramedic)

**PROGRAM APPLICATION** .....\$15.00 (One-time Fee)

Nursing • Respiratory Care  
Cardiovascular Tech • Radiologic Tech

## Course/Program/Lab Fees

### VISUAL ARTS

|                  |                  |                  |
|------------------|------------------|------------------|
| ART 1300C...\$30 | ART 2111C...\$30 | ART 2401C...\$30 |
| ART 1301C...\$30 | ART 2150C...\$30 | ART 2480C...\$30 |
| ART 1701C...\$30 | ART 2151C...\$30 | PGY 2401C...\$30 |
| ART 2110C...\$30 | ART 2400C...\$30 | PGY 2410C...\$30 |

## APPLIED MUSIC

| Baritone Horn     | Trumpet           | Voice             |
|-------------------|-------------------|-------------------|
| MVB 1214 ....\$25 | MVB 1211 ....\$25 | MVV 2221 ....\$25 |
| MVB 2224 ....\$25 | MVB 2221 ....\$25 | MVV 1211 ....\$25 |
| MVB 1314 ....\$50 | MVB 1311 ....\$50 | MVV 1311 ....\$50 |
| MVB 2324 ....\$50 | MVB 2321 ....\$50 | MVV 2321 ....\$50 |

| Bassoon           | Clarinet          | Viola              |
|-------------------|-------------------|--------------------|
| MVW 1214 ....\$25 | MVW 1213 ....\$25 | MVS 1212 .....\$25 |
| MVW 2224 ....\$25 | MVW 2223 ....\$25 | MVS 2222 .....\$25 |
| MVW 1314 ....\$50 | MVW 1313 ....\$50 | MVS 1312 .....\$50 |
| MVW 2324 ....\$50 | MVW 2323 ....\$50 | MVS 2322 .....\$50 |

| Oboe              | Percussion         | Guitar             |
|-------------------|--------------------|--------------------|
| MVW 1212 ....\$25 | MVP 1211 .....\$25 | MVS 1216 .....\$25 |
| MVW 2222 ....\$25 | MVP 2221 .....\$25 | MVS 2226 .....\$25 |
| MVW 1312 ....\$50 | MVP 1311 .....\$50 | MVS 1316 .....\$50 |
| MVW 2322 ....\$50 | MVP 2321 .....\$50 | MVS 2326 .....\$50 |

| Trombone          | Tuba              | Saxophone         |
|-------------------|-------------------|-------------------|
| MVB 1213 ....\$25 | MVB 1215 ....\$25 | MVW 1215 ....\$25 |
| MVB 2223 ....\$25 | MVB 2225 ....\$25 | MVW 2225 ....\$25 |
| MVB 1313 ....\$50 | MVB 1315 ....\$50 | MVW 1315 ....\$50 |
| MVB 2323 ....\$50 | MVB 2325 ....\$50 | MVW 2325 ....\$50 |

| Cello              | Flute             | Violin             |
|--------------------|-------------------|--------------------|
| MVS 1213 .....\$25 | MVW 1211 ....\$25 | MVS 1211 .....\$25 |
| MVS 2223 .....\$25 | MVW 2221 ....\$25 | MVS 2221 .....\$25 |
| MVS 1313 .....\$50 | MVW 1311 ....\$50 | MVS 1311 .....\$50 |
| MVS 2323 .....\$50 | MVW 2321 ....\$50 | MVS 2321 .....\$50 |

| Organ             | String Bass        | Horn              |
|-------------------|--------------------|-------------------|
| MVK 1213 ....\$25 | MVS 1214 .....\$25 | MVB 1212 ....\$25 |
| MVK 2223 ....\$25 | MVS 2224 .....\$25 | MVB 2222 ....\$25 |
| MVK 1313 ....\$50 | MVS 1314 .....\$50 | MVB 1312 ....\$50 |
| MVK 2323 ....\$50 | MVS 2324 .....\$50 | MVB 2322 ....\$50 |

| Harpsichord       | Piano             |
|-------------------|-------------------|
| MVK 1212 ....\$25 | MVK 1211 ....\$25 |
| MVK 2222 ....\$25 | MVK 2221 ....\$25 |
| MVK 1312 ....\$50 | MVK 1311 ....\$50 |
| MVK 2322 ....\$50 | MVK 2321 ....\$50 |

## DEPARTMENT OF LEARNING ASSISTANCE

|                    |                    |                   |
|--------------------|--------------------|-------------------|
| ENC 9010.....\$ 6  | ESL 9080 .....\$ 6 | REA 9002.....\$ 6 |
| ENC 9020.....\$ 6  | MAT 9002.....\$ 6  | REA 9003.....\$ 6 |
| ENS 1281 .....\$ 6 | MAT 9013.....\$ 6  |                   |
| ENS 1282 .....\$ 6 | MAT 9024.....\$ 6  |                   |

## HEALTH TECHNOLOGIES

|                     |                    |                    |
|---------------------|--------------------|--------------------|
| CPT 2420C...\$30    | DEH 1001 .....\$30 | RET 2264C ...\$30  |
| CPT 2421C...\$30    | DEH 2005C...\$30   | RET 2254C ...\$30  |
| DEH 1000            | NUR 1024L...\$30   | RTE 1418.....\$30  |
| (Ins).....\$16      | NUR 1240L...\$30   | RTE 1573 .....\$30 |
| DEH 2003C...\$46    | NUR 1204L...\$30   |                    |
| (\$30 lab/\$16 Ins) | RET 2234C ...\$30  |                    |

**DIVISION OF BUSINESS AND TECHNOLOGY**

|                   |                   |                   |
|-------------------|-------------------|-------------------|
| ACG 1001.....\$15 | COP 1220.....\$15 | OST 1110.....\$15 |
| ACG 1002.....\$15 | COP 1221.....\$15 | OST 1282.....\$15 |
| ACG 2011.....\$15 | COP 2222.....\$15 | OST 1320.....\$15 |
| ACG 2071.....\$15 | COP 2700.....\$15 | OST 1351.....\$15 |
| ACG 2450.....\$15 | EET 1035.....\$15 | OST 1601.....\$15 |
| ACG 2930.....\$15 | EET 2135.....\$15 | OST 1712.....\$15 |
| BCN 2220.....\$15 | EET 2155.....\$15 | OST 2120.....\$15 |
| BUL 2241.....\$10 | EET 2326.....\$15 | OST 2335.....\$15 |
| BUL 2242.....\$10 | EET 2355.....\$15 | OST 2402.....\$15 |
| CET 2112.....\$15 | EET 2930.....\$15 | OST 2722.....\$15 |
| CET 2123.....\$15 | EGS 1001.....\$15 | PLA 1003.....\$10 |
| CET 2333.....\$15 | ETD 1100.....\$15 | PLA 1103.....\$10 |
| CGS 1000.....\$15 | ETD 1103C...\$15  | PLA 2273.....\$10 |
| CGS 1500.....\$ 5 | ETD 1220.....\$15 | PLA 2433.....\$10 |
| CGS 1510.....\$ 5 | ETD 1320.....\$15 | PLA 2504.....\$10 |
| CGS 1530.....\$15 | ETD 1530.....\$15 | PLA 2603.....\$10 |
| CGS 1540.....\$ 5 | ETD 1538.....\$15 | PLA 2763.....\$10 |
| CGS 1560.....\$ 5 | ETD 1541.....\$15 | PLA 2803.....\$10 |
| CGS 1580.....\$15 | ETD 2350.....\$15 | SUR 1100C...\$15  |
| CGS 2100.....\$15 | ETD 2821.....\$15 | SUR 2140C...\$15  |
| CGS 2510.....\$15 | FIN 2000.....\$15 | TAX 2000.....\$15 |
| CGS 2540.....\$15 | FIN 2100.....\$15 | TAX 2010.....\$15 |
| CIS 2321.....\$15 | OST 1100.....\$15 |                   |

**PUBLIC SERVICES**

|                  |                  |                  |
|------------------|------------------|------------------|
| EMS 2241C...\$30 | EMS 2242C...\$30 | EMS 2245C...\$30 |
| EMS 2159C...\$30 | EMS 2244C...\$30 |                  |

**DIVISION OF HEALTH AND SCIENCES**

|                  |                   |                   |
|------------------|-------------------|-------------------|
| BSC 1084C...\$20 | GLY 1010L...\$20  | MAP 2302.....\$ 6 |
| BSC 1085L...\$20 | GLY 1100L...\$20  | MCB 1013L...\$20  |
| BSC 1086L...\$20 | ISC 1001L...\$20  | MGF 1113.....\$ 6 |
| AST 2005L...\$20 | ISC 1002L...\$20  | STA 2040.....\$ 6 |
| AST 2006L...\$20 | MAC 1102.....\$ 3 | OCB 2010.....\$20 |
| BSC 1010L...\$20 | MAC 1114.....\$ 6 | OCE 1001L...\$20  |
| BSC 1011L...\$20 | MAC 1140.....\$ 6 | OCE 1002L...\$20  |
| BOT 2010C...\$20 | MAC 2132.....\$ 6 | PHY 1053L...\$20  |
| CHM 2030L...\$20 | MAC 2233.....\$ 6 | PHY 1054L...\$20  |
| CHM 2045L...\$20 | MAC 2311.....\$ 6 | PHY 2048L...\$20  |
| CHM 2046L...\$20 | MAC 2312.....\$ 6 | PHY 2049L...\$20  |
| CHM 2210L...\$20 | MAC 2313.....\$ 6 | ZOO 2010L...\$20  |
| CHM 2211L...\$20 | MAE 2810.....\$ 6 |                   |

**PHYSICAL EDUCATION**

|                   |                   |                    |
|-------------------|-------------------|--------------------|
| DAA 1372.....\$15 | PEL 1621.....\$15 | PEN 1136.....\$100 |
| LEI 1204.....\$15 | PEL 2214.....\$15 | PEN 2137.....\$100 |
| PEL 1111.....\$15 | PEL 2219.....\$15 | PEO 2211.....\$ 15 |
| PEL 1121.....\$15 | PEL 2322.....\$15 | PEO 2121.....\$ 15 |
| PEL 1141.....\$15 | PEL 2342.....\$15 | PEO 2141.....\$ 15 |
| PEL 1211.....\$15 | PEL 2343.....\$15 | PEO 2341.....\$ 15 |
| PEL 1214.....\$15 | PEL 1321.....\$15 | PEO 2111.....\$ 15 |
| PEL 1219.....\$15 | PEM 1101.....\$15 | PEO 2321.....\$ 15 |
| PEL 1341.....\$15 | PEM 1171.....\$15 | PEO 2511.....\$ 15 |
| PEL 1441.....\$15 | PEM 2172.....\$15 | PEO 2621.....\$ 15 |
| PEL 1511.....\$15 | PEN 1122.....\$15 |                    |



# Student Financial Aid

The staff of the Office of Student Financial Aid provides assistance for students needing financial help to attend Edison. They administer the Work Study Program for students employment, the federal education grants (PELL and FSEOG) and numerous other scholarships and loans provided by individuals, organizations and the Edison Community College Endowment Corporation. Application for all types of student financial assistance should be made at the Financial Aid Offices on Lee or Collier County Campuses. Information brochures and an applications are available from counselors at the Charlotte County Campus.

## Financial Information

1. If students or parents wish to make payment by check it should be made payable to Edison Community College for the amount of fees. Visa and Master Card credit cards are also accepted at the Cashier's Office.
2. Veterans in training under Public Law 550 receive an education and training allowance each month from the government. As the first checks are sometimes delayed it is advisable that the veterans be prepared to meet all expenses.
3. The college reserves the right to withhold students from classes, final examinations, and graduation unless fees are paid in full. No grades, degrees, statements of honorable dismissal, or transcript of credits will be issued until satisfactory settlement of college fees and other financial obligations have been met. This includes loans to students.
4. Limited Loan Funds are available with a minimum service charge. Application for such funds must be made through the Financial Aid Office.
5. The cost of books and supplies varies with the program of each student.
6. The college reserves the right to change its fees at any time without notice.
7. Students receiving Financial Assistance:

A student who has been receiving financial assistance (federal, state, or local) and who has pre-registered for the current session and who has not paid tuition and matriculation fees for the current session, and who is attending class in the current session, and upon notification to the student by the college that she/he did not maintain the Standards of Academic Progress designated by the college for the proceeding session, will have to select one of the following remedies:

- a) Pay his/her own tuition and matriculation fees for the current session; or
- b) If he/she cannot pay, officially withdraw from college with no financial liability for the current session's tuition and matriculation fees; or
- c) If he/she can and does pay for one or more of the courses taken in the current session, officially withdraw from the course(s) for which he/she cannot pay with no financial liability for the current session's tuition and matriculation fees for the current session;

- d) The Vice President for Student Services will be responsible for the implementation of this section of this rule and for removing students who do not comply from class(es).

## Financial Aid

Students are encouraged to come to the Financial Aid Office for assistance in planning the financing of their college education. A variety of funds are available to help those who without such help, would be unable to attend college. Aid, to the extent of available funds, is awarded to students enrolled for six or more credit hours in Fall and Spring sessions on the basis of financial need, scholastic achievement, and character. Applications for assistance received after May first will be considered only if funds are available. In order to remain eligible for scholarships, work study, loans and grants, a student must successfully meet the requirements of the Standards of Academic Progress for Financial Aid recipients.

## Work Study Programs

Students enrolled for six or more hours in the Fall and Spring Sessions who meet federal requirements of financial need, and who are capable of maintaining adequate grade averages may be employed in part-time jobs to help meet expenses. These jobs are available on campus. The college is an equal opportunity employer.

## Loans

**Edison Community College Loan Fund:** The college makes available a short-term loan fund to enable students to pay their tuition fees. Apply through the Financial AID Office. A small service fee will be charged. The loan balance is due on a date set by the Financial Aid Office before registration begins for the next semester.

**Federal Family Education:** These long-term loans are made through the state, area banks and other financial institutions, with certification of eligibility by the Financial Aid Office.

## Grants

**Federal Pell:** These grants are provided by the Federal government to students with financial need.

**Federal Supplemental Education Opportunity Grant:** Provided by Federal Government to students with certified financial need.

**Florida Student Assistance Grant:** Awarded to full-time students with financial need who are Florida residents.

## Standards of Progress for Students on Financial Aid

1. A student must receive a 2.0 grade point average for 12 credit hours for the session in order to be considered "in good standing" as a full-time student for purposes of receiving financial aid. The student must receive a 2.0 grade point average for all credit hours for the session in

order to be considered in “good standing” as a part-time student for purposes of receiving financial aid.

2. A student receiving “W”s for credit hours attempted will be considered not in “good standing” for purposes of receiving financial aid.
3. Incomplete grades (I’s) must be completed to total 12 credit hours of 2.0 grade point average before financial aid may be awarded.
4. All full-time students must complete their academic program within five years and part time students must complete their academic program within ten years from the date of entrance in order to remain eligible for federal financial aid. Exceptions must be approved by the Financial Aid Director based on mitigating circumstances. If a student does not meet standards of progress for a session, an appeal must be made by petition to the Office of Student Financial Aid to be considered for financial aid for the next session. If approved, the student must make standards of progress for the next session. An intervening session of satisfactory work clears a student for financial aid.

## **Student Fees**

Student fees are payable by the date shown on fee schedules. Late registrations are to be paid immediately. The subject of fees, their amount, adjustment and refund are covered on pages 30 and 39 of this catalog.

## **Veterans Educational Benefits**

Many Edison men and women students are veterans of service with United States Armed Forces and are continuing their education under the GI Bill. The Financial Aid Office, Lee County Campus, serves as the Veterans’ Affairs Office for Edison Community College. The Financial Aid Office, Lee County Campus, assists veterans in applying for benefits. All qualified veterans entering college should check there, well in advance of enrollment, to apply for benefits. As soon as veterans receive their certificates of eligibility, they should bring it to the Financial Aid Office, Lee County Campus, for certification of enrollment. Veterans should thereafter notify that office each time the number of credit hours is changed. Veterans are also responsible for notifying the office whenever they re-enroll for a new session. All changes in program must be reported to the Veteran’s Specialist in the Financial Aid Office, Lee County Campus. Dependents of veterans who are eligible for benefits under Chapter 35 should consult the Financial Aid Office well in advance of enrollment. This office will certify enrollment and must be notified promptly of any change in credit hours carried. Students claiming benefits are also responsible for notifying the office when they re-enroll each session.

## **Veterans information: New Veteran Students**

All veterans must apply for admission to the college before proceeding to the Veterans Affairs Office (located in the Financial Aid Office, Lee County Campus) to apply for his/her educational benefits. A certified copy of their DD214 (separation paper) or their Certificate of Eligibility for Educational Benefits must be submitted as proof of eligibility.

They may also need to submit documents proving the status of their dependents, such as a marriage license, birth certificate for each child, divorce decree, etc. All veterans will then be directed to the Assessment Center to schedule testing and orientation.

## **Veterans Dependents**

Wives, widows, or dependents of deceased or 100% disabled veterans should contact the Veterans Affairs Office for the appropriate forms.

## **Continuing Veteran Students**

All veterans planning to attend the following term should contact the Veterans Affairs Office with registration information as soon as possible before the beginning of the next term.

## **Veteran Transfer Students**

A transfer student must have a transcript from the previous college forwarded to Edison Community College. The VA must know how many credits are accepted by the college. The student’s certification will not be forwarded to the VA office in St. Petersburg until his/her transcript is received. Failure to have the certification forwarded will delay the veteran’s benefit check.

## **Approved VA Programs**

The student must be working toward a degree in order to receive VA benefits. He/she should check with the college Counseling or Advising Centers to ensure that the classes are correct for the degree selected. This will avoid the possibility of overpayment for classes not required for the degree. A student will not be paid for a course already taken and being retaken to earn a higher grade, unless the student received an “F” in that course, or a “D” when a “C” is required.

## **Deferment of Tuition**

Veterans and other eligible students may receive one deferment each academic year if there is a break in their VA benefits.

## **Change of Status and Attendance**

If a veteran withdraws, drops or adds a class, he or she should notify the Veterans Affairs Office immediately. Such a change could result in an incorrect payment from the VA. Instructors can and will withdraw students from classes for excessive absences; withdrawals and grades of “W” are retroactive to the beginning of the term, and the VA does not pay for courses in which the student receives a grade of “W” or “WP”.

## **Standards of Progress**

Veterans must maintain a “C” (2.0) grade point average to remain in good standing. If the veteran does not have a 2.0 after 12 credit hours, the student will be placed on Academic Warning. After 24 credit hours, if the veteran still has less than a 2.0 GPA, the veteran will be terminated for benefits by the VA.

# Scholarships

## Institutional Scholarships

Edison Community College offers institutional scholarships in the areas of art, music, drama, athletics, student government or college clubs and activities. For more information on these scholarships contact the Financial Aid Office, on the Collier or Lee County Campuses.

Presidential Scholarships are awarded to each valedictorian, salutatorian, and two additional graduates of the top 10% of the graduating class of each accredited high school in the Charlotte, Collier, Glades, Hendry, and Lee counties. Recipients are recommended by the high school principal each year.

For additional information on institutional scholarships please contact the Financial Aid Offices on the Collier and Lee County campuses for application information. Charlotte County campus counselors can be contacted for application information.

## Private Scholarships

Private Scholarships are awarded to students who are enrolled at least half-time and have demonstrated scholastic ability and/or financial need. Donors usually specify additional stipulations regarding eligibility. For information and application forms, consult the Edison Financial Aid Office. The following organizations have provided scholarship assistance for Edison students:

Advertising Federation of Southwest Florida  
American Association of University Women Naples  
A.B.W.A. Bridge of Light  
A.B.W.A. Caloosahatchee  
A.B.W.A. City of Palms Chapter  
A.B.W.A. Edisonia Chapter  
A.B.W.A. Estero Island Chapter  
A.B.W.A. Fort Myers, Charter Chapter  
A.B.W.A. Friendship Chapter  
A.B.W.A. Isle of Palms Chapter  
A.B.W.A. Isle of Pines Chapter  
A.B.W.A. Naples on the Gulf Chapter  
A.B.W.A. Neopolitan Chapter  
A.B.W.A. Punta Gorda  
A.B.W.A. Sanibel-Captiva Chapter  
A.B.W.A. Tropic Enlightenment Chapter  
American Legion Aux., Unit #90, Cape Coral  
American Legion Aux., Unit #135, Naples  
American Legion Unit #103  
American Lung Association  
Art League of Marco Island  
Association of Operating Room Nurses Naples

Baker Academy Alumni  
Bollinger, Paul  
Brechtal, Almeda Award (Grad.)

Cape Coral High School Activity Fund  
Cape Coral Lodge #367 F.&A.M.  
Captiva Civic Association

Charlettes of B.P.O. Elks Lodge #2153  
Charlotte County Medical Society Auxiliary  
Chick-Fil-A, Inc.  
Christ United Methodist Church, Lehigh  
Church Women United in Greater Ft. Myers  
Collier City Athletic League  
Collier County Medical Society Auxiliary  
Curtis, Isabella Memorial  
Cypress Lodge F.& A.M.

Dehon, Dr. William B, Jr.

East Naples Civic Association  
Estate Planning Council of Lee County  
Feith, Jay Memorial  
Florida Association of Broadcasters  
Florida Nurses Assoc.  
Florida Police Association, Inc.  
Fort Myers B.P.O Elks Lodge #1288  
40 & 8 Charlotte County  
40 & 8 Collier County  
40 & 8 Fort Myers  
40 & 8 Fort Myers Beach  
40 & 8 Lehigh

Glades Electric Cooperative, Inc.  
Golden Gate Chamber of Commerce

Health Professions, Cape Coral Medical Center Auxiliary  
Hendry County Bank  
Henderson, Franklin, Starnes & Holt

Kappa Alpha Psi Fraternity  
Kiwanis Club of Cape Coral  
Kiwanis Club of Fort Myers Beach  
Kiwanis Club of Charlotte Harbor  
Kiwanis Club of Iona-McGregor  
Kiwanis Club of Lehigh  
Kleist Foundation

Lee County Association of Educational Office Personnel  
Lee County Legal Secretaries Association  
Lee County Pageant, Inc.  
Lee County Personal Injury Association  
Lehigh Acres Corporation Scholarship (President's)  
Lions Club of Cape Coral

Marco Island Hospital Auxiliary  
Marco Island Women's Club  
Medical Center Auxiliary of Punta Gorda

Naples Athletic Club  
Naples Art Association  
Naples Community Hospital Auxiliary  
Naples-Fort Myers Greyhound Track

Optimist Club of Fort Myers  
Optimist Club of San Carlos Park  
Opti-Mrs. Club of Cape Coral

Philanthropic Foundation-Cape Coral

Riverdale High School  
 Roadway Package Systems  
 Rotary Club of Cape Coral  
 Rotary Club of Cape Coral, Gold Coast  
 Rotary Club of Fort Myers Beach  
 Rotary Club of Fort Myers South  
 Rotary Club of Golden Gate  
 Rotary Club of Marco Island, Sunrise  
 Rotary Club of Naples  
 Rotary Club of Punta Gorda  
 Rotary Club of Sanibel-Captiva  
  
 St. Raphael's Polish American Scholarship  
 Salley, Holland  
 Sanibel-Captiva Lions  
 Seminole Tribe of Florida  
 Southwest Florida 10-13 Club  
 Southwest Florida Bowling Association  
 Southwest Florida Council-Boy Scouts of America  
 Southwest Florida Regional Medical Center Aux.  
 Spinal Cord Group of Fort Myers  
  
 United States Sugar Corporation  
  
 Vietnam Vets of America  
  
 Wiggins Memorial Trust  
 Women's Coalition of Southwest Florida  
 Women of the Moose-Bonita  
 Women of the Moose-Cape Coral  
 Women of the Moose-Naples  
 Women of the Moose-Pine Island

## Endowed Scholarships

The Edison Community College Endowment Corporation Inc., provides tuition and book scholarships and student loans to several hundred students each year for endowments established by community residents. The following endowed tuition scholarships and loan funds are currently offered:

Alderman, Rossie Evans Memorial  
 Allen, Greg Memorial  
 Bachman, Tiffany Memorial  
 Baker, Ida Speed Memorial  
 Barwick, Ken Memorial  
 Beckes, Dr. Ben and Helen  
 Beecher, Lt Richard Memorial  
 Berry, Beryl Memorial  
 Bruel, Marie Louise Memorial  
 Burnette, H.J.  
 Claville, Isadore Memorial

Community Health Association, Lehigh Acres  
 Cotharin, Robert Memorial  
 Curtis, Isabelle Memorial  
 Eaton, Richard Memorial  
 Failing, Anna P. Loan Fund  
 Felden, Maryann Memorial  
 Ferguson, John and Kossie Memorial  
 Freshwater, Harold Memorial  
 Gardner, Leon and Viola Memorial  
 Geraci, D. Memorial  
 Gifford, Frances M. Memorial  
 Goodwin, Joseph and Julia Memorial  
 Harmon, Matthew Memorial  
 Hendry, Capt. F.A. Memorial  
 Honors Scholars  
 Jones, C.J. and Gladys T. Memorial  
 Kelley, James L. Memorial  
 King, Dr. Martin Luther Memorial  
 King, Eugene FBLA  
 Kosches, Rose  
 LaBelle Swamp Cabbage Festival  
 Lamberger, Gertrude L. Memorial  
 Lee County 100 Club  
 Maeder, Catherine H.  
 Miller, Guy and Mildred Memorial  
 Newton, James and Eleanor  
 Payne, Oliver H. Memorial  
 Perry, Steven Carl Memorial  
 Plummer, Jean and Maurice Memorial  
 Quenzer, Carlisle Memorial  
 Rauschenberg, Robert  
 Red Cattle Company  
 Richard, Chaplain Eli Memorial  
 Robbins, Mayson Memorial  
 Robinson, David G.  
 Root, Lora and Preston Memorial  
 Schneeman, Carol Ann Memorial  
 Shaver, Dr. Ward A. Memorial  
 Sichere, Rene Memorial  
 Swartz, Dudley P. Memorial  
 Thompson, Andrew Memorial  
 Walker, Paula Memorial  
 Willard, Fred and Geraldine Memorial  
 Williams, Ray L. Memorial  
 Williams, Russell C. Memorial  
 Wisell, Irmo Memorial  
 Yeomans, L. Sherrill Memorial  
 Zimmerman, Dr. and Mrs. C.J. Memorial  
 Zonta Club of Charlotte County



# **ACADEMIC POLICIES & ACCELERATED PROGRAMS**

# Academic Regulations

The college reserves the right to deny admission to any applicant, to change any of the rules, courses, regulations, or charges without notice, and to suspend any student whose behavior is not in keeping with the best interest of the college. A class may be cancelled due to low enrollment.

## Class Cancellations

The college makes every effort to honor its commitment to classes scheduled for any given semester. However, at times it may be necessary to cancel a class, usually due to low enrollment.

## Academic Load

A student may not take more than 17 credit hours per regular session or 8 credit hours per summer session without the written permission of an academic advisor. Although no minimum load is required, a student must take 12 hours or more during a regular session and 6 hours or more during a summer session to be considered a full-time student. Academic advisors will work closely with each student in determining the academic load the student should carry in relation to his or her ability and background.

## Student Classification

Students enrolled for credit in the current session will be considered Credit students. Students who enroll for no credit in courses which are normally offered for credit will be considered Audit students. Students enrolled in Continuing Education Courses will be considered Non-Credit students.

## Standards of Academic Progress:

The purpose of the Standards of Academic Progress is to assist in identifying and providing help to students who are having academic difficulties. The intent of the Standards of Progress is to alert students that they are not making appropriate progress on a timely basis, so that they may correct academic weaknesses and problems early in their college career. The Standards of Progress specify the completion of certain numbers of credit hours with a minimum grade point average and mandate specific kinds of assistance when these standards are not met. The overall effect of these standards should be a more satisfactory academic performance by students and improved utilization of special resources available for students encountering academic difficulty.

### 1. Academic Warning Categories:

- a. **Deficiency Warning:** Students who have enrolled for the 12 credit hours of writing courses and the 6 credit hours of mathematics courses required by the State Board of Education 6A-10.30 (all of which require a minimum grade of "C" for graduation with an A.A degree) and who receive a grade of less than "C" in any of these courses will be placed on "Deficiency Warning." Such students should see a counselor prior to further registration.

- b. **Academic Warning:** Students who have received grades (A, B, C, D, F, WF) for 12 credit hours and have achieved less than a cumulative 2.0 GPA will be placed on "Academic Warning." Such students should see a counselor prior to further registration.
- c. **Insufficient Progress Alert:** Students who do not pass at least 50 percent of the total hours for which they were enrolled in a term will be placed on "Insufficient Progress Alert." Such students should see a counselor prior to further registration.

### 2. Academic Probation:

Students who have attempted 18 credit hours without achieving a cumulative 2.0 GPA will be placed on "Academic Probation" and will be required to enroll for REA 1620, Special Study Skills (or to consult with a counselor). While on "Academic Probation" students must maintain the same GPA or increase their GPA in order to remain enrolled in college. These students will be required to work with a counselor who will rigidly structure their academic courses prior to registration for the following session. Students whose cumulative GPA declines while on "Academic Probation" will be placed on "Academic Suspension". Students who withdraw from the college while on "Academic Probation" may re-enter retaining the status of "Academic Probation."

### 3. Academic Suspension:

Students who have not consulted with a counselor, attended REA 1620 Special Study Skills course when required to do so, or who have completed the Special Study Skills Course and whose cumulative GPA declines, will be placed on "Academic Suspension." Students who have been suspended may petition for reinstatement. Students approved for readmission through petition must follow the guidelines for probation after suspension. The academic petitions are initiated in the Records Office. Such students will be suspended for a sixteen (16) week period. Students desiring to re-enter the College following "Academic Suspension" will be required to work closely with a counselor who will rigidly structure their schedule of classes.

### 4. Probation After Suspension:

A student who re-enrolls following "Academic Suspension" must meet the following:

- a. Complete REA 1620, Special Study Skills course (or other appropriate course as recommended), if student has not completed the course prior to suspension;
- b. Work closely with a counselor who will rigidly structure his/her schedule of classes;
- c. Maintain a 2.0 ("C") or better in each Edison course for which credit is earned.
- d. a student who does not meet all the criteria noted in subsection (4) will again be suspended for sixteen (16) weeks. A student will remain on "Probation after Suspension" until he/she achieves a cumulative GPA of at least 2.0.
- e. Students must remain enrolled for a required number

of credits determined by the number of credits attempted as follows:

| Number of Courses Enrolled | Number of Courses for which credit must be earned |
|----------------------------|---------------------------------------------------|
| 1                          | 1                                                 |
| 2                          | 1                                                 |
| 3                          | 2                                                 |
| 4                          | 2                                                 |
| 5                          | 3                                                 |

## Grading System

The following grade symbols and grade point weights are used at Edison Community College.

|    |                                |
|----|--------------------------------|
| A  | 4 points .....Excellent        |
| B  | 3 points .....Good             |
| C  | 2 points .....Average          |
| D  | 1 point .....Poor              |
| F  | 0 points .....Failure          |
| WF | 0 points .....Withdraw Failing |

The following grade symbols are not used to determine grade point weights:

|    |                                  |
|----|----------------------------------|
| I  | 0 points .....Incomplete         |
| W  | 0 points .....Withdrew           |
| X  | 0 points .....No Credit or Audit |
| WP | 0 points .....Withdrew Passing   |

## Incomplete Grades

The responsibility for making the necessary arrangements with an instructor for the removal of an "I" rests with the student concerned. All incomplete grades that are not completed will automatically change to an "F" at the end of the deadline. The deadline for removing Incomplete Grades falls at 4:30 pm on the twenty-eighth (28) calendar day of the session succeeding the session for which the Incomplete Grade was given (in other words, the first day of classes for the succeeding session is the first day of the twenty-eight calendar days).

## Grade Forgiveness Policy

The Grade Forgiveness Policy permits students to repeat a course in an attempt to improve the grade. Only the last grade earned in a repeated course will be computed into the grade point average, provided the last assigned grade is not a "W" (withdrawal) or an "X" (audit). However, all courses attempted will appear on the transcript. The Grade Forgiveness form must be completed after the final grade for the repeated course has been recorded. Students should be aware that some private or out-of-state colleges and universities may not accept a repeated course and may compute the initial grade in the grade point average. Students may not repeat a course to improve grade point average after the awarding of the Associate in Arts and/or the Associate in Science Degrees.

## Grade Reports

After the results of the mid-session examinations are in, students doing unsatisfactory work in any course will be notified of the fact by mail in the form of a mid-session grade report. Students must then report to the instructor or counselor for guidance with a view toward improving their work. Final grade reports are mailed at the end of each semester. The final grade is the only one that appears on the student's transcripts.

## Dean's List

At the end of the Fall and Spring sessions, the District Dean of Instruction will publish a list of students completing 12 or more credit hours (College Preparatory Classes excluded) whose credit grades averaged 3.5 (b+) or above, and who did not receive any grade below C. The list is published after the period allowed for students to make up incomplete grades.

## Student Conduct

Edison Community College expects its students to be mature and responsible citizens. Students are expected to maintain appropriate conduct, dress, and personal appearance at all times, both on campus and off campus. The college reserves the right to suspend or expel, at any time, a student whose conduct is deemed improper or prejudicial to the interest of the college community. All students are expected to be familiar with the rules and regulations of the college pertaining to academic affairs, social conduct, and student activities, which are published in this catalog.

## Typing Policy

Students are expected to type or word process papers which are presented in courses taken for credit. Exceptions may be made in special cases and a paper may be accepted which is neatly handwritten and meets all other specifications for legibility, form and documentation. The typing or word processing of papers is regarded as the norm and is considered good practice for transfer to the upper division.

## Refund Policy

1. A student who has registered must officially withdraw from college to receive any refund of fees. Students who officially withdraw no later than the date listed in the college calendar are eligible for refunds of fees as follows:
  - a. Cancellation of course by college - 100% refund of matriculation and tuition fees.
  - b. Withdrawal from a course or from the college through the last day to enter classes as listed in the college catalog-100% refund of matriculation and tuition fees.
2. Prior to distributing refunds, any outstanding debt to the college must be paid. NOTE: Normal processing time for refunds is approximately 6-8 weeks.
3. In cases of extreme personal or family hardship, or in cases involving extenuating circumstances, the Vice President for Student Services has the authority to waive

the above rules regarding refunds. When such a waiver is granted, the Vice President of Student Services will file a written report of the waiver, and the reasons for granting it, on the Admissions and Records Request for Fees Refund Form (AR-021). Copies will be maintained in the Business Office and the Admissions and Records Office. A complete copy of Edison's refund policy is available in the office of the Dean of Enrollment Management.

## Attendance

Students are expected to attend all class periods of the courses for which they are registered. Absence from several meetings of a course may result in a lower grade. As a result of excessive absence, a student may be required to withdraw from a course or from college. The determination of what constitutes "Excessive absence" in any course rests with the instructor of that course.

## Withdrawal

1. In order to withdraw from a single course or from the College, the student must complete a request to withdraw or drop a course. This request can be secured in Counseling or Registration office and turned in at the Registration office.
2. Students who voluntarily withdraw from a class or classes or who cease to attend a class or classes will receive grades as indicated below:
  - a. Any time prior to the conclusion of the twelfth week during the Fall and Spring Sessions or the conclusion of the fourth week during the Summer A and Summer B Session as listed in the class day calendar in the College Catalog a grade of "W".
  - b. After the date in (2)(a), above a grade of "WP" if the student is passing at the time of withdrawal, or a grade of "WF" if the student is failing at the time of withdrawal.
    - (1) Signature of the instructor or the appropriate Associate Dean on the Lee County Campus or Provost on the Charlotte and Collier Campuses is required under these circumstances.
    - (2) The appropriate grade (indicated above) will be submitted by the instructor to the Admissions and Records Office at the time of withdrawal.
3. When a "W" or "WP" is received, it is recorded on the permanent record and is not calculated for grade point averages. A grade of "WF" is recorded on the permanent record and is calculated for grade point averages.
4. No student may change from audit to credit status after the close of the registration period.
5. A student may change from credit to audit status at any time up to the conclusion of the twelfth week during the Fall and Spring Sessions or the conclusion of the fourth week during the Summer A and Summer B Sessions as listed in the class day calendar in the College Catalog for that session. No student may change from credit to audit status after these dates.

6. Students shall not enroll for more than three (3) semesters in each skill area to complete college preparatory instruction.
  - a. Students who withdraw officially at or before the midpoint of a semester (defined as the date published in the Catalog for submission of mid-term unsatisfactory grades) may be considered to have not enrolled that semester for purposes of this limitation.
  - b. Students who withdraw officially after the mid-point of a semester (defined as the date published in the Catalog for submission of mid term unsatisfactory grades) shall be considered to have enrolled that semester, unless the withdrawal can be documented as due to reasons of personal hardship or disability, or under extenuating circumstances.
  - c. In order to be eligible for such an exception and to enroll for more than three (3) semesters in a skill area, students must provide documentation of hardship, disability or extenuating circumstances that warrant withdrawal.
    - (1) Such documentation shall be submitted to the Coordinator of Learning Assistance, who will approve or disapprove such request.
    - (2) In the event that no documentation can be furnished by the student, the signature of the Coordinator of Learning Assistance will be accepted as authorization for the exception.
7. These policies apply to non-degree seeking as well as degree-seeking students, and are effective whether the student withdraws from one course or from the College.

## College Preparatory Courses

College preparatory reading instruction includes the recognition of main ideas, supporting details, meanings of words in context, author's purpose, tone, valid arguments, explicit and implicit relationships within and between sentences; and the ability to detect bias, to distinguish fact from opinion, and to draw logical inferences and conclusions. College preparatory writing instruction includes word choice, sentence structure, grammar, spelling, punctuation, paragraph structure and the five (5) paragraph essay. College preparatory mathematics instruction includes arithmetic and introductory algebra including real numbers and their properties, basic operations and linear expressions, factoring of algebraic expressions, and solutions of linear equations and inequalities.

Edison Community College's College Preparatory Program is part of Learning Assistance. Should questions arise about this program and its regulations, please consult personnel in Learning Assistance or a counselor.

## College Preparatory Program

The Florida Legislature created, by statute, College Preparatory Programs in all of Florida's community college effective July 1, 1985. First-time-in-college applicants for admission who apply to enter degree programs shall be tested

prior to the completion of registration. Tests which are recognized for purposes of evaluation at Edison Community College are: the ACT Enhanced, ASSET, MAPS, SAT, and CPT. At Edison Community College, the test which will be routinely given to entering students is the CPT (Computerized Placement Test).

Students should present scores on the above test which have been earned up to three years previous to admission to Edison Community College. Further testing on the CPT may be necessary. These scores will be entered on the student's transcripts. Students shall enroll in college preparatory communication and computation instruction if test scores are below the specific levels indicated on the chart\* below.

**\*Entry Placement Test cut- off scores  
effective Summer A, 1993.**

| TEST         | READING     | ENGLISH   | MATH    |
|--------------|-------------|-----------|---------|
| ACT-Enhanced | 16          | 16        | 16      |
| ASSET        | 37          | 37        | 37      |
| MAPS (OLD)   | 13          | 31(TSWE)  | 209     |
| MAPS(NEW)    | 109         | 311       | 613     |
| SAT          | 340(Verbal) | 31 (TSWE) | 400     |
| CPT          | 72          | 78        | 51(Alg) |

*Please note:*

- 1) The CPT may be taken only one time.
- 2) All test scores used for entry into Edison must be less than three years old.
- 3) Scores below those printed will require learning assistance courses.

If the student scores above the cutoff scores on the placement test, she/he may enroll in college credit instruction. If the students scores below the cut off scores on the entrance test, she/he is required to enter college preparatory instruction. College Preparatory instruction may NOT be counted toward meeting degree requirements.

Full-time first term students who are registered for at least twelve (12) credits, shall begin college preparatory instruction based on the placement test results. Part-time students shall enroll prior to completing twelve (12) credits. Student shall not enroll for more than three (3) semesters in each skill area to complete college preparatory instruction. Students enrolled in a college preparatory course who drop the course after the midpoint of the semester will be considered to have utilized one of their three semesters allowed to complete that skill area. Students are permitted to enroll in college preparatory instruction concurrently with credit instruction in courses for which they are qualified.

College preparatory instruction earns compensatory education credits only.

College preparatory instruction is provided in reading, writing and mathematics.

## College Level Academic Skills Test (CLAST)

The State of Florida has developed a test of college-level communications and computation skills. The test is called the College Level Academic Skills Test (CLAST).

The CLAST is designed to test the communication and computation skills that are judged by state university and community college faculty to be generally associated with successful performance and achievement in lower divisions work. The test is required by Florida statutes and rules of the State Board of Education.

The CLAST is administered three (3) times per year to students who are:

1. Completing Associate in Arts degree programs;
2. Completing Associate in Science degree programs who are planning to transfer to a Florida state university.
3. AS students with less than 60 hours who are seeking financial aid and are seeking admission to upper division programs in state universities in Florida.
4. University students who are completing their sophomore year.

Students who do not make acceptable scores on the test will not be awarded the Associate in Arts degree. Students who successfully complete three of the four CLAST sub-test may be admitted to the units of the Florida university system, but they must complete the remaining sub-test prior to completion of thirty six (36) credit hours of university work. After successful completion of all CLAST sub-tests the student is fully admitted to upper division status in the state university system and may apply for graduation and award of the Associate in Arts degree from Edison Community College. The CLAST requirements also apply to students transferring to state universities in Florida from private colleges in Florida and from out of state colleges.

The State Board of Education has established minimum CLAST score standards for the award of the Associate in Arts degree and for admission to upper division status in state universities in Florida. Students should check with the Counseling Center regarding specific score information.

The college assists students to do well on the CLAST by providing structured review sessions in each of the CLAST sub-test fields and by providing a pre-CLAST assessment. These review sessions are scheduled prior to each CLAST administration. Successful completion of the pre-CLAST is required before taking the CLAST.

The counseling center staff at any of the college's three campuses can tell you how and when to apply to take the CLAST, provide you with information about the CLAST score standards, inform you where the communication and computation skills are taught in the curriculum, and when special review sessions are available.

*Students with disabling conditions which require special accommodation must see the Institutional Testing Administrator in the Counseling Center prior to registration for CLAST. Further preparation for the CLAST is available in Learning Assistance.*

*Students with a documented disability who wish to petition for a waiver of the CLAST may contact the Assessment Counselor in Sabal Hall, Lee County Campus.*

# Computational Skills

Elements of the College Level Academic Skills Program as taught at Edison

CLAST mathematic examination items and score report are provided in these broad categories:

|                                                                                                               | MAC<br>1033 | MAC<br>1102 | MGF<br>1113 | MAC<br>1114 | MAC<br>1140 | MAC<br>2132 | MAE<br>2810 | MAC<br>2311 | STA<br>2040 |
|---------------------------------------------------------------------------------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>ARITHMETIC SKILLS</b>                                                                                      |             |             |             |             |             |             |             |             |             |
| *Adds and subtracts rational numbers                                                                          | X           | X           | X           | X           | X           | X           | X           | X           | X           |
| *Multiplies and divides rational numbers                                                                      | X           | X           | X           | X           | X           | X           | X           | X           | X           |
| *Adds and subtracts rational numbers in decimal form                                                          | X           |             | X           | X           | X           | X           | X           | X           | X           |
| *Multiplies and divides rational numbers in decimal form                                                      | X           |             | X           | X           | X           | X           | X           | X           | X           |
| *Calculates percent increase and percent decrease                                                             |             |             | X           |             | X           |             | X           | X           |             |
| *Recognizes the meaning of exponents                                                                          | X           | X           | X           | X           | X           | X           | X           | X           | X           |
| *Solves the sentence, $a\%$ of $b$ is $c$ , where values for two of the variables are given                   | X           | X           | X           | X           | X           | X           | X           | X           | X           |
| *Recognizes the role of the base number in determining place value in the base-ten numeration system          |             |             | X           |             | X           |             | X           | X           | X           |
| *Identifies equivalent forms of positive rational numbers involving decimals, percents and fractions          | X           |             | X           | X           | X           | X           | X           | X           | X           |
| *Determines the order-relation between real numbers                                                           | X           |             | X           | X           | X           | X           | X           | X           | X           |
| *Identifies a reasonable estimate of a sum, average or product of numbers                                     |             |             | X           | X           |             |             | X           | X           | X           |
| *Infers relations between numbers in general by examining particular number pairs                             | X           |             | X           |             |             | X           | X           | X           |             |
| *Solves real-world problems which do not require the use of variables and which do not involve percent        | X           |             | X           | X           |             |             | X           | X           |             |
| *Solves real-world problems which do not require the use of variables and which do require the use of percent | X           |             | X           |             | X           |             | X           | X           |             |
| *Solves problems that involve the structure and logic of arithmetic                                           |             | X           | X           | X           | X           | X           | X           | X           |             |

## GEOMETRY AND MEASUREMENT SKILLS

|                                                                                          |   |   |   |   |  |   |   |   |  |
|------------------------------------------------------------------------------------------|---|---|---|---|--|---|---|---|--|
| *Rounds measurements to nearest given unit of the measuring device used                  |   |   | X | X |  | X | X | X |  |
| *Calculates distance                                                                     | X | X | X | X |  | X | X | X |  |
| *Calculates areas                                                                        |   |   | X | X |  | X | X | X |  |
| *Calculates volumes                                                                      |   |   | X |   |  |   | X | X |  |
| *Identifies relationships between angle measures                                         |   |   | X | X |  | X | X | X |  |
| *Classifies simple plane figures by recognizing their properties                         | X |   | X | X |  |   | X | X |  |
| *Recognizes similar triangles and their properties                                       | X |   | X | X |  | X | X | X |  |
| *Identifies appropriate types of measurement of geometric objects                        | X |   | X | X |  | X | X | X |  |
| *Infers formulas for measuring geometric figures                                         | X |   | X | X |  |   | X | X |  |
| *Selects applicable formulas for computing measures of geometric figures                 | X |   | X | X |  | X | X | X |  |
| *Solves real world problems involving perimeters, areas and volumes of geometric figures | X | X | X | X |  | X | X | X |  |
| *Solves real-world problems involving the Pythagorean property                           | X |   | X | X |  | X | X | X |  |

## ALGEBRA SKILLS

|                                                                                                     |   |   |   |   |   |   |   |   |   |
|-----------------------------------------------------------------------------------------------------|---|---|---|---|---|---|---|---|---|
| *Adds and subtracts real numbers                                                                    | X | X | X | X | X | X | X | X |   |
| *Multiplies and divides real numbers                                                                | X | X | X | X | X | X | X | X | X |
| *Applies the order-of-operations agreement to computation involving numbers and variables           | X | X | X | X | X | X | X | X | X |
| *Uses scientific notations in calculations involving very large numbers or very small measurements. | X | X | X |   | X | X |   | X |   |
| *Solves linear equations and inequalities                                                           | X | X | X | X | X | X | X | X | X |
| *Uses given formulas to compute results when geometric measurements are not involved                | X | X | X | X | X | X |   | X |   |
| *Finds particular values of a function                                                              | X | X | X | X |   | X |   | X |   |
| *Factors a quadratic expression                                                                     | X | X | X | X | X | X |   | X |   |
| *Finds the roots of a quadratic equation                                                            | X | X | X | X | X | X |   | X |   |
| *Solves a system of two linear equations in two unknowns                                            | X | X | X | X | X | X |   | X |   |
| *Uses properties of operations correctly                                                            | X | X | X | X | X | X | X | X |   |
| *Determines whether a particular number is among the solutions of a given equation or inequality    | X | X | X | X | X | X |   | X |   |
| *Recognizes statements and conditions of proportionality and variation                              | X | X | X | X |   | X | X | X |   |
| *Identifies regions of the coordinate plane which correspond to specific conditions and vice versa  | X | X | X |   | X | X | X | X |   |
| *Uses applicable properties to select equivalent equations and inequalities                         | X | X | X | X | X | X | X | X | X |
| *Solves real-world problems involving use of variables, aside from commonly used geometric formulas | X | X | X | X | X | X |   | X | X |
| *Solves problems that involve the structure and logic of algebra                                    | X | X | X | X | X | X |   | X | X |

## STATISTICS SKILLS, INCLUDING PROBABILITY

|                                                                                                             |  |   |   |  |   |  |   |  |   |
|-------------------------------------------------------------------------------------------------------------|--|---|---|--|---|--|---|--|---|
| *Identifies information contained in bar, line and circle graphs                                            |  |   | X |  |   |  | X |  | X |
| *Determines the mean, median and mode of a set of numbers                                                   |  |   | X |  |   |  | X |  | X |
| *Uses the fundamental counting principle                                                                    |  | X | X |  | X |  | X |  |   |
| *Recognizes properties and interrelationships among the mean, median and mode in a variety of distributions |  |   | X |  |   |  | X |  | X |
| *Chooses the most appropriate procedures for selecting an unbiased sample from a target population          |  |   | X |  |   |  |   |  |   |
| *Identifies the probability of a specific outcome in an experiment                                          |  |   | X |  | X |  | X |  | X |
| *Infers relations and makes accurate predictions from studying statistical data                             |  |   | X |  |   |  | X |  | X |
| *Interprets real-world data involving frequency and cumulative frequency tables                             |  |   | X |  |   |  |   |  | X |
| *Solves real-world problems involving probabilities                                                         |  |   | X |  | X |  | X |  | X |

|                                                                                             | MAC<br>1033 | MAC<br>1102 | MGF<br>1113 | MAC<br>1114 | MAC<br>1140 | MAC<br>2132 | MAE<br>2810 | MAC<br>2311 | STA<br>2040 |
|---------------------------------------------------------------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>LOGICAL REASONING SKILLS</b>                                                             |             |             |             |             |             |             |             |             |             |
| *Deduces facts of set-inclusion and non-inclusion from a diagram                            |             |             | ✗           |             |             |             | ✗           |             |             |
| *Identifies statements equivalent to the negations of simple and compound statements        |             |             | ✗           |             |             |             |             |             |             |
| *Determines equivalence or nonequivalence of statements                                     |             |             | ✗           |             |             |             |             |             |             |
| *Draws logical conclusions from data                                                        |             |             | ✗           |             |             |             |             |             |             |
| *Recognizes that an argument may not be valid even though its conclusion is true            |             |             | ✗           |             |             |             |             |             |             |
| *Recognizes valid reasoning patterns as illustrated by valid arguments in everyday language |             |             | ✗           |             |             |             |             |             |             |
| *Selects applicable rules for transforming statements without affecting their meaning       |             |             | ✗           |             |             |             |             |             |             |
| *Draws logical conclusions when facts warrant them                                          |             | ✗           | ✗           |             |             |             |             |             |             |

## Communication Skills

CLAST skills are required in these broad categories:

|                                                                                          | ENC<br>1101 | ENC<br>1102 | SPC<br>1010 |
|------------------------------------------------------------------------------------------|-------------|-------------|-------------|
| <b>READING</b>                                                                           |             |             |             |
| The student:                                                                             |             |             |             |
| *Recognizes main ideas in a given passage                                                | ✗           | ✗           |             |
| *Identifies supporting details                                                           | ✗           | ✗           |             |
| *Determines meanings of words on the basis of context                                    | ✗           | ✗           |             |
| *Recognizes stated relationships between words, sentences, and ideas                     | ✗           | ✗           |             |
| *Recognizes the author's purpose                                                         | ✗           | ✗           |             |
| *Distinguishes between statements of fact and statements of opinion                      | ✗           | ✗           |             |
| *Detects bias and prejudice                                                              | ✗           | ✗           |             |
| *Recognizes author's tone                                                                | ✗           | ✗           |             |
| *Perceives implicit as well as explicit relationships between words, sentences and ideas | ✗           | ✗           |             |
| *Recognizes valid arguments and draws logical inferences and conclusions                 | ✗           | ✗           |             |

### LISTENING

The student:

|                                                                            |  |  |   |
|----------------------------------------------------------------------------|--|--|---|
| *Recognizes main ideas                                                     |  |  | ✗ |
| *Identifies supporting details                                             |  |  | ✗ |
| *Recognizes explicit relationships among ideas                             |  |  | ✗ |
| *Recalls basic ideas and facts                                             |  |  | ✗ |
| *Perceives the speaker's purpose and organization of ideas and information |  |  | ✗ |
| *Discriminates between statements of fact and statements of opinion        |  |  | ✗ |
| *Distinguishes between emotional and logical arguments                     |  |  | ✗ |
| *Detects bias and prejudice                                                |  |  | ✗ |
| *Recognizes the speaker's attitude                                         |  |  | ✗ |
| *Synthesizes and evaluates by drawing logical inference and conclusions    |  |  | ✗ |
| *Recalls the implications and arguments                                    |  |  | ✗ |

### WRITING

The student:

|                                                                                                                                                           |   |   |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|--|
| *Selects a subject which lends itself to expository writing                                                                                               | ✗ | ✗ |  |
| *Determines the purpose for writing                                                                                                                       | ✗ | ✗ |  |
| *Limits the subject to a topic which can be developed adequately with the requirements of time, purpose and audience                                      | ✗ | ✗ |  |
| *Formulates a thesis statement which reflects the purpose                                                                                                 | ✗ | ✗ |  |
| *Develops a thesis statement                                                                                                                              | ✗ | ✗ |  |
| *Demonstrates effective word choice                                                                                                                       | ✗ | ✗ |  |
| *Employs conventional sentence structure                                                                                                                  | ✗ | ✗ |  |
| *Employs effective sentence structure                                                                                                                     | ✗ | ✗ |  |
| *Observes the convention of standard American English grammar and usage                                                                                   | ✗ | ✗ |  |
| *Uses standard practice for spelling punctuation and capitalization                                                                                       | ✗ | ✗ |  |
| *Revises, edits and proofreads units of written discourse to assure clarity, consistency, and conformity to the conventions of standard American English. | ✗ | ✗ |  |

### SPEAKING

The student:

|                                                                               |  |  |   |
|-------------------------------------------------------------------------------|--|--|---|
| *Determines the purpose of the oral discourse                                 |  |  | ✗ |
| *Chooses a topic and restricts it according to purpose                        |  |  | ✗ |
| *Fulfills the purpose of the discourse                                        |  |  | ✗ |
| *Employs vocal variety in rate, pitch and intensity                           |  |  | ✗ |
| *Articulates clearly                                                          |  |  | ✗ |
| *Employs the level of American English appropriate to the designated audience |  |  | ✗ |
| *Demonstrates nonverbal behavior which supports the verbal message            |  |  | ✗ |

# Accelerated Programs

The “Accelerated programs” umbrella covers a variety of different programs where students may earn college credit through non-traditional methods. Most of the accelerated programs offered at Edison serve only eligible high school students. However, the CLEP program is available to all students.

## I. CLEP

Edison Community College participates in the College Level Examination Program offered by the College Entrance Examination Board, and grants credit for satisfactory scores in four of the five general examinations and selected subject matter examinations. Acceptance of CLEP tests and scores are subject to change without notice.

The following CLEP examinations are available at Edison:

| GENERAL EXAMS                                    | MINIMUM<br>PASSING SCORE | CREDITS<br>AWARDED | CREDIT<br>IN       |
|--------------------------------------------------|--------------------------|--------------------|--------------------|
| English Comp. or<br>English Comp. W/Essay .....  | —                        | None .....         | —                  |
| Humanities .....                                 | 490                      | 3 .....            | HUM. Elective      |
| Mathematics .....                                | 500                      | 3 .....            | MFG 1113           |
| Natural Sciences (Elective credit only - No lab) |                          |                    |                    |
| a. Biology .....                                 |                          | 3 .....            | BSC 1010           |
| b. Physical Science .....                        | 490                      | 3 .....            | ISC 1001           |
| Social Science & History .....                   | 490                      | 3 .....            | SYG 1010           |
| <b>SUBJECT EXAMS</b>                             |                          |                    |                    |
| <b>HISTORY AND SOCIAL SCIENCES</b>               |                          |                    |                    |
| American Government .....                        | 50                       | 3 .....            | POS 2041           |
| American History I .....                         | 49                       | 3 .....            | AMH 2010           |
| American History II .....                        | 49                       | 3 .....            | AMH 2020           |
| General Psychology .....                         | 50                       | 3 .....            | PSY 2013           |
| Human Growth & Development .....                 | 51                       | 3 .....            | DEP 2004           |
| Intro to Educational Psychology .....            | 49                       | 3 .....            | EDP 2002           |
| Intro Macroeconomics .....                       | 50                       | 3 .....            | ECO 2013           |
| Intro Microeconomics .....                       | 50                       | 3 .....            | ECO 2023           |
| Intro Sociology .....                            | 50                       | 3 .....            | SYG 1000           |
| World Civilization I .....                       | 50                       | 3 .....            | WOH 1012           |
| World Civilization II .....                      | 48                       | 3 .....            | WOH 1030           |
| <b>FOREIGN LANGUAGES</b>                         |                          |                    |                    |
| College French .....                             | 42                       | 6 .....            | FRE 1120-1121      |
|                                                  | 50                       | 12 .....           | FRE 2200-2201      |
| College German .....                             | 43                       | 6 .....            | GER 1120-1121      |
|                                                  | 55                       | 12 .....           | GER 2200-2201      |
| College Spanish .....                            | 45                       | 6 .....            | SPN 1120-1121      |
|                                                  | 55                       | 12 .....           | SPN 2200-2201      |
| <b>COMPOSITION &amp; LITERATURE</b>              |                          |                    |                    |
| American Literature .....                        | 50                       | 6 .....            | AML 2010-2022      |
| Analysis of Literature .....                     | —                        | None .....         | —                  |
| College Composition .....                        | —                        | None .....         | —                  |
| English Literature .....                         | 49                       | 6 .....            | ENL 2001-2020      |
| Freshman English .....                           | —                        | None .....         | —                  |
| <b>SCIENCE &amp; MATH</b>                        |                          |                    |                    |
| Calculus .....                                   | 49                       | 6 .....            | MAC 2311-2312      |
| College Algebra .....                            | 48                       | 3 .....            | MAC 1140           |
| Trigonometry .....                               | 54                       | 3 .....            | MAC 1114           |
| College Algebra-Trigonometry .....               | 50                       | 3 .....            | MAC 2132           |
| General Biology .....                            | 49                       | 6 .....            | BSC 1010-1011      |
| General Chemistry .....                          | 50                       | 6 .....            | CHM 2045-2046      |
| <b>BUSINESS</b>                                  |                          |                    |                    |
| Info Systems & Computer Application .....        | 49                       | 3 .....            | CGS 1000           |
| Intro to Management .....                        | —                        | None .....         | —                  |
| Intro Accounting .....                           | 50                       | 6 .....            | ACG 1001-2011      |
| Intro Business Law .....                         | 51                       | 3 .....            | BUL 2111           |
| Intro Marketing .....                            | 50                       | 3 .....            | MAR 2011 (AS Only) |

The effect of State Board of Education Rule 6A-10.030 on the use of the College Level Examination Program at Edison Community College is to disallow the use of CLEP to earn credit in any English composition courses which count toward graduation requirements. Students who have completed higher levels of mathematics courses in high schools may seek CLEP credit for not more than three credits of mathematics.

Credit earned on the CLEP for Humanities may be used as the second course in the general education Humanities requirement, but not for HUM 2210, 2230 or 2930; credit earned through CLEP will not count in fulfilling a writing intensive course requirement. CLEP credit may not be used for grade forgiveness. CLEP credit is not granted if the course has already been taken.

## II. Advanced Placement

In order to provide greater flexibility and opportunity for high school students to move ahead with their education, Edison Community College participates in a state-wide program of advance placement with local high schools. The following policy will apply to Edison Community College Advanced Placement Program:

- a. Educational Testing Service scores of 5, 4, and 3 will be accepted for credit, such credit to be assigned by the Admissions Officer in terms of the entrance policies of Edison Community College.
- b. Four-year state institutions will accept placement credit for ETS scores of 5, 4, and 3 included in transcripts from Edison Community College.

The following advanced placement exams earn Edison credit as indicated:

| EXAM                               | SCORES    | COURSES           | CREDIT | REMARKS              |
|------------------------------------|-----------|-------------------|--------|----------------------|
| American History .....             | 5-3 ..... | AMH 2010-20 ..... | 6      |                      |
| Biology .....                      | 5-3 ..... | BSC 1010-11 ..... | 6      | elective credit only |
| Chemistry .....                    | 5-3 ..... | CHM 2056-46 ..... | 6      | elective credit only |
| Economics (Macro) .....            | 5-3 ..... | ECO 2013 .....    | 3      |                      |
| Economics (Micro) .....            | 5-3 ..... | ECO 2023 .....    | 3      |                      |
| English Language & Comp .....      | 5-3 ..... | ENC 1101 .....    | 3      |                      |
| English Language & Comp .....      | 5-3 ..... | ENC 1102 .....    | 3      |                      |
| European History .....             | 5-3 ..... | WOH 1012-30 ..... | 6      |                      |
| French Language .....              | 5-3 ..... | FRE 1120-21 ..... | 6      |                      |
|                                    |           | FRE 2200-01 ..... | 6      |                      |
| German Language .....              | 5-3 ..... | GER 1120-21 ..... | 6      |                      |
|                                    |           | GER 2200-01 ..... | 6      |                      |
| Government & Politics .....        | 5-3 ..... | POS 2041 .....    | 3      |                      |
| History of Art .....               | 5-3 ..... | ARH 1050-51 ..... | 6      |                      |
| Music Listening & Literature ..... | 5-3 ..... | MUL 1110 .....    | 3      |                      |
| Music Theory .....                 | 5-3 ..... | MUT 1121 .....    | 4      |                      |
| Physics B .....                    | 5-3 ..... | PHY 1053-54 ..... | 6      | elective credit only |
| Physics C .....                    | 5-3 ..... | PHY 2048-49 ..... | 6      | elective credit only |
| Spanish Language .....             | 5-3 ..... | SPN 1120-21 ..... | 6      |                      |
|                                    |           | SPN 2200-01 ..... | 6      |                      |
| Spanish Literature .....           | 5-3 ..... | SPN 2231 .....    | 6      |                      |
| Studio Art Portfolio 5-3 .....     |           | ART 1300C .....   | 3      |                      |
| Calculus AB .....                  | 5-3 ..... | MAC 2311 .....    | 4      |                      |

## III. Accelerated Programs For High School Students

### Dual Enrollment and Credit-in-Escrow

#### A. Part-Time Dual Enrollment

A student who is a senior in high school in Florida and who has maintained a 3.0 academic average in high school (or a junior who has maintained a 3.5 GPA), and who has demonstrated an ability and readiness for college level work may, with the specific approval of the district school superintendent or designee, enroll for courses which carry credit for high school graduation and for college credit.

Permission to enroll in these “dual” enrollment

courses and designation of the high school site and the community college campus as the location of instruction is subject to the specific approval of the district school superintendent or designee. Readiness for college level work is determined through scores earned on one of the following entrance examinations which are required prior to dual enrollment: ACT-Enhanced, SAT, CPT, MAPS or ASSET.

Each county (and many private schools) has a separate Dual Enrollment contract with Edison. See your high school counselor for details.



Dual enrollment students work closely with their high school guidance counselors to see that the following requirements are met.

1. Testing prior to admission: SAT/ACT-Enhanced are preferred; CPT, MAPS, and ASSET are allowed.
2. 3.0 GPA for seniors and Collier County juniors; 3.5 GPA for all other juniors.
3. High school principal or designee must sign the dual enrollment form, listing the courses students should take (from approved list).
4. Admit, register, and attend orientation at one of Edison's three campuses if the course is offered on campus.
5. If the class is offered at the high school, admit and register in class.

**B. Part-time Credit in Escrow**

Students with demonstrated ability may be admitted part-time or in summer school by arrangements with their high school principal and counselor. A letter, submitted each session, should be provided which specifies the areas in which the student has demonstrated ability and the courses the student is to take at the college. All credits earned prior to high school graduation will be held in escrow until the student has graduated and furnished Edison Community College an official high school transcript indicating graduation. Testing is required for English composition and math courses. The student is responsible for payment of fees and books.

**C. Early Admissions: Full-time Dual Enrollment/Full Time Credit in Escrow**

Early Admissions consists of:

1. Full-time Dual Enrollment or
2. Full-time Credit in Escrow or
3. A combination of Dual Enrollment and Credit in Escrow courses which equal 12 credit hours or more.

Edison Community College subscribes to a policy of early admission under the following conditions:

1. The following must accompany the Edison Application for Admission:
  - a. A letter from the high school principal and counselor or designee containing:
    - 1) a recommendation for full-time early admissions and any Credit-in-Escrow courses.

- 2) designations of courses or categories of courses which the student may take.

- b. Appropriate completed Dual Enrollment forms listing school board approved courses for which the student may register. These courses must apply toward high school graduation. (Note: Course descriptions will be provided by the Director of Admissions as requested).
2. The applicant must complete testing and orientation prior to registering for classes. All early admissions students must achieve the state minimum cut off scores on all appropriate sub tests of the college entry placement test. It is preferred that students present ACT or SAT scores at the time of application. If the student must be tested by Edison, the entire CPT will be administered. (Dual Enrollment/Early Admission students who use the CPT to establish their status may retest one additional time on the CPT once they have graduated from high school, if they choose not to use their SAT or ACT scores for entrance to Edison). A hold will be placed on the application for early admission until it is determined that required test scores are achieved. No high school student will be placed in college preparatory classes or physical education activity courses for dual enrollment credit.
3. The applicant is interviewed and approved for admission by the Director of Admissions or designee. An Edison counselor/advisor will assist the student in selecting the schedule of classes based on the courses recommended by the high school principal or counselor. If the principal or counselor indicates that a student has completed all high school credits except for electives, the Edison counselor/advisor will be able to provide a schedule of classes.
4. Tuition is waived for students earning early admission and dual enrollment credit. Textbooks are available at Edison or the high school. Check with a counselor/advisor for information.
5. College credits earned under this program shall be held in escrow until the student has graduated from high school and has supplied the college with an official high school transcript.

# Graduation Requirements

In order to receive either the A.A. or the A.S. degree, students must accomplish the following additional requirements:

1. Sign up for graduation during registration for final session. (GRD 2999-AA, GRD 2998-AS, GRD 2997-CT).
2. Register in the final session of attendance for any courses not previously completed which are necessary to satisfy degree requirements. Students may participate in graduation ceremonies who have previously completed requirements during current academic year, or who are registered for the Spring Session graduation, or are within eight hours of completion in the Summer A session.
3. Achieve an overall GPA of 2.0(C) in all courses undertaken (for transfer students, this includes courses taken elsewhere).
4. Fulfill all financial obligations to the College and meet all deadlines pertaining to graduation.
5. Complete the last fifteen (15) credit hours of course work at Edison Community College.

**EXCEPTION:** *Students who have completed forty-five (45) credit hours or more in residence at Edison Community College may petition the College administration to complete the remaining hours required for graduation at another regionally accredited community college or university.*

6. No more than eight (8) credit hours earned by foreign study tours can be counted toward the A.A. degree.
7. Students may graduate from Edison under the requirements of either the catalog in effect when they entered Edison or the catalog in effect when they are scheduled to graduate, whichever is to the students's advantage, if that graduation occurs within five calendar years from the date of initial enrollment. If the degree requirements are not completed during the five calendar years allotted, students must graduate in accordance with the regulations of the catalog in effect when they are to receive the degree. An Edison student who has not been enrolled for four calendar years or more shall be treated as a new enrollment for purposes of meeting these requirements.

## Associate in Science Degree (A.S.)

The A.S. degree is job-preparatory and in order to receive this degree students must complete the specific hours of course work delineated for the particular program in the Edison Community College Catalog. General education requirements vary with each technical program leading to the A.S. degree, as do the total hours in each program. Students completing Associate in Science degrees who expect to transfer to a unit of the Florida State University System are required to complete the College Level Academic Skills Test

(CLAST) prior to final acceptance into upper division at the university.

## Certificate (C.T.)

Refer to the specific programs as listed in this catalog on page 85.

## Associate in Arts Degree (A.A.)

In cooperation with the twenty-seven (27) other public community colleges in Florida, Edison Community College confers the A.A. degree as its transfer degree. In order to receive the A.A. degree, students must earn sixty (60) total credit hours as follows:

1. Forty (40) hours in general education courses (in selecting these hours, the students must follow the general education course guide contained in the Edison Community College Catalog); and
2. Twenty (20) credit hours in electives; and
3. Two (2) credit hours in physical education/wellness courses.
  - a. The non-physical education major must take two (2) credit hours in physical education/wellness courses, and the grades earned for these hours will count in the computation of the student's overall GPA for graduation purposes. A student in this category may not take more than six (6) credit hours in physical education/wellness courses.
  - b. The Physical Education major must take two (2) credit hours of physical activity courses in order to fulfill graduation requirements. The grades received for these hours will count in the computation of the student's GPA for graduation purposes.
  - c. The Physical Education major may elect to take additional credit hours of physical education/wellness courses, in addition to those hours required for graduation, as part of the major area of concentration. These additional hours will count as elective credits, and the grades earned will count in the computation of the student's overall GPA for graduation purposes.
4. Students must register for the GRD 1000 to take the College Level Academic Skills Test (CLAST) prescribed in State Board of Education (SBE) Rules, and attain the appropriate scores prescribed in SBE Rules. Before being eligible to sit for the CLAST exam, students must take and pass the pre-CLAST exam. Students should check with Learning Assistance to make arrangements to take the pre-CLAST. Students should check with the counseling center regarding specific score information. Passing scores for retakes will be determined by the standards in effect at the time of the initial testing.

# Honors Scholar Program

## Description

Edison Community College offers qualified, highly motivated students an enriched, challenging program of study through the Honors Scholar Program. Honors courses offer innovative approaches to learning which focus on the individual student, and emphasize active discussion and independent thinking. Faculty are selected for their expertise and interest in helping students. Scholarships and performance-based financial assistance provide economic support for the dedicated students who participate.

## Requirements for Admission

Students must be A.A. Degree-seeking and are required to complete an application and meet at least three of the following criteria:

1. achieve a composite score of 25 on the A.C.T., a combined score of 1100 on the S.A.T., or scores of 100 on the C.P.T. sub-tests;
2. earn a high school G.P.A. of 3.2 or ranking in the top 10% of one's high school class; or earn a G.P.A. of 3.2 for at least 12 hours of Edison course work;
3. provide teacher recommendations;
4. show special abilities or talents through portfolios, projects, auditions, etc;
5. complete two Honors courses earning not less than a grade of B in each and an interview with and acceptance by, the Honors Scholar Program Committee. Completed applications must be received six weeks prior to the term in which the student wishes to begin participation in the program.

## Financial Assistance

Edison Community College is eager to assist the highly motivated and achieving students who participate in the Honors Scholar Program. Students are encouraged to apply for merit scholarship. Fee waivers and book scholarships for Honors courses are provide to HSP-admitted students who maintain a 3.0 G.P.A. each semester and complete not less than 6 hours per semester. Funds permitting, free tuition and books for all classes leading to the A.A. Degree are provided to students after they successfully complete 30 hours in the Honors Scholar Program. Additionally, Edison offers scholarships, grants, loans and employment to assist students in furthering their educations.

## Program Requirements

Edison Honors Scholar must complete a minimum of 12 hours in Honors courses as part of their A.A. programs. Honors classes must be chosen from at least two of three academic areas; Basic Sciences, Social Sciences and Humanities. Library Skills (LIS 1001, 1 credit hour) must be taken before or concurrently with an Honors Thesis Project. Honors Scholars must enroll for an Honors Thesis Project (3 hours of elective credit) and successfully complete an approved project under the supervision of a faculty member. Additional requirements not summarized here also apply.

## Benefits

Edison Honors Scholars receive the enriched educational experience that students with high ability and motivation often seek. Participation in this superior educational experience provides for intellectual development, builds character and promotes enthusiasm for lifelong learning. The completion of the Edison Honors Scholar Program is recorded on student's transcripts and diplomas receive a special embossed designation.

## Contact Person

For an application for admission to Edison's Honors Scholar Program, or for more information, contact the Honors Program Coordinator at (813)489-9475.



# **STUDENT SERVICES AND STUDENT ACTIVITIES**



# Student Services

Student services are provided to assist students in achieving the highest possible benefits from the academic and social programs of Edison Community College. Professional counseling and other student services are located in the Counseling areas on each campus and are coordinated by the Vice President of Student Services.

## Counseling Services

The Counseling staff at Lee County Campus, Charlotte County Campus and Collier County Campus consists of professional personnel who provide short term personal counseling for students who find their academic or vocational progress hindered by problems of a personal, social or emotional nature. Individual and group assistance are available directly or by referral to responsible on-campus or off-campus sources.

The counseling staff is available to assist students with a variety of concerns including academic advisement, choice of major, career choice, work and professional preparation, transfer to four-year institutions, general education requirements, catalog interpretation, withdrawal from college, and test interpretation.

Group and individual assistance in career evaluation and planning is available through the Counseling areas. Counselors will help students achieve self-direction in career decision-making and planning through use of a career assessment inventory which includes an interest inventory and a personality questionnaire. CHOICES, a computer-directed career program, is also available to assist with career and educational information. Students also may refer to material containing occupational and vocational information, which are available in the Counseling areas, the Career Placement Center, or the Learning Resource Center.

Students receive individualized assistance through advising specialists, through interviews scheduled after the college orientation program. Advisors are available to assist students during regularly scheduled office hours. Edison Community College accepts no responsibility or liability if a student chooses to be self-advised.

## Testing (Assessment) Services

Testing is considered as essential part of the college program. All test results are treated as confidential information and are used in the best interest of the student. Entry placement testing and orientation are required of all degree seeking students, early admission students, dual enrollment students, and veterans. Non-degree seeking students planning to take English and mathematics must also be tested. Edison currently uses the CPT as its entry placement test. The CPT includes sub tests of sentence skills, reading comprehension, arithmetic, and algebra. Edison also accepts scores for the SAT, MAPS, ASSET, and ACT-Enhanced taken within the previous three years. The CPT may only be taken one time. Contact the Testing Center if special arrangements for documented accommodations are needed.

Students may get more information about testing and orientation requirements by contacting the Counseling Offices. The results of the entry placement testing are used to evaluate the students' readiness for college level work, or need for college preparatory classes, and to help the student plan a program of studies.

Other testing services provided by the Counseling Center, Lee County Campus, include: the College Level Examination Program (CLEP), a nationally developed program for acquiring college credit by examination; The College Level Academic Skills Test (CLAST), a test of college-level communication and computation skills administered toward the end of the sophomore year; and Career Assessments, an interest and personality test designed to provide information useful to career decision-making.

## Orientation

Orientation is a one-and-one-half hour seminar that provides an overview of Edison and the admissions process. All prospective students are encouraged to attend this brief introductory session in order to ensure a smooth transition into college life at Edison. Knowledgeable professionals are present to provide pertinent information and answer student questions. Orientation is REQUIRED for:

- Degree Seeking,
- Early Admission,
- Dual Enrollment (taking class on campus) and
- Veteran students.

## Educational Advisement

Following orientation to Edison Community College, each degree seeking student meets with an advising specialist or counselor who is familiar with the college programs and will assist the students in the following.

1. Designing an educational plan to accomplish the objective desired by the student.
2. Understanding the General Education Program of the college;
3. Planning long-range educational goals;
4. Explaining the work of the several administrative and counseling offices of the college.
5. Resolving difficulties encountered by the student in understanding educational programs and transfer requirements.

## University Transfer

Students who plan to transfer to a senior institution after graduation from Edison Community College are encouraged to consult with their advisor concerning an approved course of study. Students should also write to the registrar of the institution which they expect to attend for instruction concerning course work to be taken while attending Edison Community College. A file of catalogs from various colleges and universities is located in the Counseling Office for the use of students who expect to transfer to a senior

institution. Students anticipating transfer should begin a preliminary application to the college of their choice in the Fall session of the sophomore year.

## **Student Support Services**

The Student Support Services Program is funded by the U.S. Department of Education. The aim of Support Services is to assist selected qualified students to meet their educational goals to be successfully retained, and ultimately to graduate in an atmosphere conducive to acceptance of cultural and ethnic diversity. Students are provided the opportunity to participate in cultural and educational activities, personal, academic, financial and career counseling; plus work shops on relevant topics supportive of students' academic and personal needs. The Support Services Program is designed for students whose parents did not graduate from a four-year college/university and/or whose family income may hinder them from remaining in college without financial assistance, and have an academic need. A potential Student Support Services student must be degree-seeking and enrolled at Edison. The student must be a citizen or a permanent resident of the U.S., or must be a permanent resident of a Trust Territory of the U.S.

## **Vocational Coordinator for AS/CT Disabled Students**

The Vocational Coordinator for Disabled Students provides vocational and academic advisement to disabled students enrolled in Associate in Science and Certificate programs to meet their goals at Edison Community College and enter the job market. Other related services include career and academic skills workshops, support groups, facilitation of special accommodations, outreach services, networking between the college and other agencies, plus providing direction for program selection and career opportunities through vocational education.

## **Part-Time Auxiliary Aids Specialist**

The Part-Time Auxiliary Aids Specialist serves students with disabilities, providing services such as notetakers, readers, classroom accommodations, tutorial referral and use of specialized equipment to equalize their college experiences.

## **Single Parent/Displaced Homemaker/Single Pregnant Woman Program Coordinator**

Single parents, displaced homemakers and single pregnant women who are in need of training or retraining can obtain an AS degree or certificate in one of numerous vocational fields. Information and outreach is extended to women and men concerning vocational educational, or employment opportunities in careers as skilled workers in technical fields and new emerging occupations. Individuals who are now responsible for their livelihood due to divorce, separation, or the death or disability of a spouse may be eligible. The Coordinator of the Single Parent/Displaced Homemaker/Single Pregnant Woman Program is responsible for evaluating the student's qualifications and needs as well as providing direction for program choice, class selection and other college services. These services may include tuition waivers, book purchases or loans, child care assistance, and transportation reimbursement for students in their vocational core courses. The coordinator recruits additional students through outreach to community agencies and schools.

## **Career Information**

The Career Center provides information on careers to students and graduates.

The center maintains a career library and a collection of materials containing occupational and vocational information. A career specialist is on hand to assist students in their search for information and to help them find jobs.

Students seeking full-and-part-time employment should visit the Career Center and check the bulletin board where information is posted as job openings come in. Job posting include those from federal, state, county and city agencies as well as local hospitals, banks, radio and television stations.

It is recommended that graduating students contact the center at the beginning of their last semester in school. Help is available in organizing their job search campaign, including assistance in writing resumes, information on interviewing techniques as well as literature to research prospective employers and corporations.

Career Days are held in the Fall of each year and provide opportunities for students to explore career areas with individuals currently employed in various fields.

# Student Development

Student Development activities are an important part of student life at Edison Community College. Many types of clubs and organizations operate within the college to suit a wide range of interests. Check with the Office of Student Development for programs/clubs of interest to you.

A varied program of organizations geared to scholastic, professional, service, and religious interests take place at the college. Campus organizations are chartered by the Student Government Association and work with the cooperation and approval of the college faculty and administration.

A calendar of activities is kept in the Student Activities Office on each campus. Activity dates and times are coordinated through Student Activities to minimize conflicts. Special programs are posted on campus bulletin boards.

## Student Identification

Being identified as an Edison student may help you to receive student discounts at area theaters and businesses that provide these for students. Your official Student Identification is part of your copy of your **schedule and fee receipt**; the upper left hand portion which has your name and identification number. Your student identification will admit you to SGA-sponsored events and Edison athletic competitions; on rare occasions an additional charge may be required for a student event or one which is not under SGA sponsorship, but even then your student identification may entitle you to a student discount.

## Telephones for Students

A number of pay telephones are located on each campus for your use. Please do not ask to use college office telephones as they are for official business. You should not encourage friends and relatives to call you at the college except in emergencies. The college switchboard (813) 489-9300 is open Mondays through Thursdays from 7:30 am until 9 pm, and Fridays from 7:30 am until 5 pm. TDD: 489-9093.

## Student Employment, Career Center Lee Campus and Collier Campus

The Career Center offers information on careers and provides full and part-time job opportunities for Edison students and graduates free of charge. The Center provides updated files on a variety of careers as well as a lending library of career information books and guides. Students seeking full or part-time employment should visit the Career Center to look over the job boards where openings are posted. The Career Center also offers a free instruction packet on how to write a resume.

Students wishing part-time employment on campus should check with the Financial Aid Office. Work study positions both on and off campus are arranged through that office. When considering work opportunities, please remember that attending college is a full-time job. If you are enrolled for a full course load you probably should not work more than 20 hours per week.

## Fine Arts Programs

Music, theater and the visual arts constitute a significant and visible part of the Edison academic program. Courses in these disciplines are offered throughout the college year. Faculty and student recitals provide an opportunity for you to hear a wide range of music performed by accomplished musicians. The Edison Wind Ensemble, Orchestra, and the Jazz Ensemble present numerous concerts each year, many featuring guest artists at minimal or no charge to students. The College Choir presents several varying programs each session both on and off campus.

All students and community members are encouraged to participate in the theater programs as members of the cast or production crew. Performances are held in the Doris E. Corbin Auditorium (LRH) or the Barbara B. Mann Performing Arts Hall on the Lee County Campus.

The Gallery of Fine Art presents exhibitions by internationally known traditional and contemporary artists during the entire year. The gallery is adjacent to the department office in Humanities Hall. An adjunct gallery in Learning Resources Hall surrounds the auditorium and provides exhibition space for regional and local artists. The Gallery of Fine Art is open Tuesday through Friday, 10 am until 4 pm; Saturday from 11 am until 3 pm; and Sunday 1 pm until 5 pm. The gallery is closed on Mondays. The gallery will open one (1) hour prior to major performances in the Mann Hall including Southwest Florida Symphony concerts and community concerts. Films, lectures and workshops to complement the exhibitions are free and open to the public. Artistic exhibitions are also featured in the Learning Resources Center on the Collier County Campus.

The Barbara B. Mann Performing Arts Hall opened in January of 1986. The Hall seats 1,777 and features state-of-the-art sound and lighting systems. Hosting Broadway touring companies and professional music and dance ensembles, as well as community productions and college activities, the Hall is an asset to both the college and the community.

## Athletics

The Edison Community College "Buccaneers" are the college's athletic teams. Edison teams participate in regional and state competitions in the Southern Conference of the Florida Community College Activities Association and Region 8 of the NJCAA. To be eligible to compete in inter-collegiate sports, students must be enrolled full time. A limited number of scholarships are available for both men and women participating in athletics. Currently, Edison has men's baseball and women's softball teams. Edison students compete with teams from other Florida community colleges and freshman teams from state and private universities. Scholarships are awarded annually. The Edison Buccaneers are members of the National Junior College Athletic Association.

## Office of Minority Student Services

The Office of Minority Student Services is responsible for the recruitment and retention of minority students. The Office provides new students with admissions information, introduces new students to the college environment and assists them through a successful transition to our collegiate community. The Office directs potential students to the appropriate departments and provides linkage with other college offices. The Office is committed to providing multicultural programs and services. The Office assists in the coordination of programs conducted by student clubs, such as The African American Student Association; The Native American Cultural Society and The International Club. These clubs are open for membership to all students. The Office sponsors and/or co-sponsors the following programs: Elementary, Middle School and High school campus visits, speeches/presentations to community organizations; Lee County Brain Bowl Competition; Multicultural Video Series; College Knowledge and Financial Aid Workshops; an International Student Panel Discussion; Minority Student Mentor Program; Black History Month Activities; College for a Day Program; and High School Recruitment visits.

## Project HOPE

Project HOPE Scholars Club is comprised of Project HOPE Scholarship recipients. Members receive social and academic support in the form of faculty mentors, free tutorial services, educational programs, field trips to Florida colleges and universities, personal and career advising, etc. In addition to the many benefits the club provides. Scholars also participate in monthly community service projects.

## Student Organizations

The following organizations have been established to carry out projects on campus and in the community;

### International Club

International students and native students are invited to share cultures through social and educational programs.

### Rotaract

Sponsored by Rotary International, Rotaract is for young adults aged 18 to 28. The purpose of Redirect is to develop leadership and responsible citizenship through service to the community, to advance the cause of international understanding and to promote recognition and acceptance of high ethical standards as a leadership quality and vocational responsibility. Past activities have included raffles for restaurant dinners and a popular International Festival.

### Inter Varsity Christian Fellowship

IVCF promotes Christian values on campus and in personal life. Like other clubs, they are involved with fund-raising for special club activities, and they also sponsor activities such as blood drives on campus.

### Phi Beta Lambda

PBL is the business fraternity, organized at the state and national levels. There are over 50 active chapters in Florida. Activities include social events, fund raising functions, community service projects and competitions.

## Committee of 20

The Committee of 20 is a group of 20 students who are selected each year to serve as official college hosts and hostesses throughout the year. Selection is made on the basis of leadership, scholastic achievements, and service to the college.

## Edison Guiding Light Program

Students leaders are selected to represent Edison at the five county area high schools and businesses. They work in the office of College/Student Relations. They are a select group and are chosen on the basis of campus involvement, scholastic achievement, and loyalty to the college.

## Campus Ambassadors

Campus Ambassadors are a select group of leaders on the Collier Campus. They coordinate student programs, activities and staff appreciation events; promote campus events, maintain the job board, give campus tours to students and community leaders, and track new students.

## Additional Clubs and Organizations:

Phi Theta Kappa  
Criminal Justice  
Phi Beta Lambda  
Rotaract  
Respiratory Therapy  
Art Club  
African American Student Association  
Student Nurses Association  
Inter-Club Council  
Delta Psi Omega (theater)  
InterVarsity Christian Fellowship  
CardioVascular Tech  
Phi Sigma Gamma/SADD  
International Student  
HOPE Scholars Club  
Hispanic Club  
Native American Cultural Club  
Phi Sigma Omega  
Psi Beta (Psychology)  
United Student Movement (Collier)  
Math Club  
African American Student Association  
Creative Writers Guild  
Radiology Club  
Phi Lambda Alpha (Legal Assisting)  
Phi Beta Lambda (Business)  
Science and Ecological Society  
Dental Hygiene  
Black Student Union

## How to Organize a Club at Edison

Students are encouraged to join clubs and to organize associations at Edison for educational, political, social, religious or cultural purposes, as long as they are in keeping with the philosophy and objectives of the college. The college procedure for organizing a campus club is as follows:

1. Secure a petition for organization from the Student Activities Office.

2. Submit the completed petition, which should include a list of prospective members, a constitution and by-laws, a sponsor and any other information which may be needed for the approval of the Coordinator of Student Activities.
3. A representative of the proposed group should then submit the approved petition to the Student Government Association's Senate for final approval and disapproval.

## African American Student Association

The AASA's main objective is to institute a higher level of educational goals among black students. Through community relations programs, minority recruitment and support, the AASA promotes education in the community. During Black History Month in February, the AASA provides special activities and events for students and community members.

## You and Student Government

The Student Government Association (SGA) is your voice at Edison Community College. There is a Student Government Association on each of the three campuses. SGA is composed of all students in the college who are enrolled in credit courses. Its purpose is to provide leadership for student issues, to coordinate co-curricular activities of the student body, to develop a spirit of unity among Edison Students, and act as a liaison between students and administration/faculty. Copies of the SGA constitution may be obtained from the office of the SGA president. The SGA serves:

1. To provide a means whereby members of the student body may express themselves effectively in the program.
2. To provide leadership in coordination of activities of the student body for the benefit of the entire college.
3. to otherwise act as a service organization for Edison Community College.

The SGA is made up of appointed representatives who coordinate events and direct expenditures of student activity funds. It confers with the Director of Student Development on matters of student interest and concern and promotes the general welfare of the student body. All qualified students are invited to participate in SGA by attending meetings and running for office. Academic requirements for office holders in SGA, clubs, and activities under the supervision of Student Government are governed by constitutional regulations of the SGA. The students must be full-time and maintain full-time status during the year. The office-holder must complete a minimum of twelve (12) credit hours of course work each session and maintain an appropriate grade point average as required by the SGA constitution.

## Senate Statutes

1. **Cheating:** Minimum penalty, drop of one letter grade in course; maximum penalty is withdrawal from course with no credit.
2. **Moving Traffic Violation:** (not involving injury to person or property) See section on Campus Traffic Regulations.

3. **Alcoholic Beverage Violations:** Minimum penalty, social probation, defined at the discretion of the Student court; maximum penalty, offender may be asked to withdraw from the college. If the resignation is not submitted in one week, the Court will recommend to the Vice President for Student Services and/or designee that the student be suspended.
4. **Non-Moving Traffic Violations:** See section on Campus Traffic Regulations.
5. **Theft and Vandalism:** The Court reserves the right to determine whether or not it will try the case. Its guideline is a maximum loss of \$20 personal or \$50 college property damage. Minimum penalty is a reprimand with reimbursement; maximum penalty will be to request student to withdraw from college. If resignation is not submitted within one week, the Court will recommend to the Vice President for Student Services and/or Designee that the student be suspended.
6. **Littering on Campus:** See section on Campus Traffic Regulations for schedule of fines and penalties.
7. **Dogs and other pets:** Are not allowed on any campus building.

## Student Rights and Appeals

Students are free, individually and collectively, to express their views on issues of college policy and on matters of general interest to the student body. They are free to support causes by means which are orderly, peaceable and acceptable to Student Services and which do not disrupt the operation of the college.

The Student Government Association provides means for participation in the formulation and application of college policy affecting academic and student affairs with the assistance of the Director of Student Development. Proposals for changes in policy, regulations and procedures which affect the student body as a whole are to be directed through the SGA, the Director of Student Development, or the Vice President of Student Services.

Students have the right, individually, to appeal any administrative decision which adversely affects them. The proper procedure for such an appeal is to contact the Vice President of Student Services who will advise the student in directing the appeal to the proper authority. The right of assembly for students is recognized, providing that student gatherings must not disrupt or interfere with the orderly educational operation of the institution, and must be in harmony with statutes and college policies and procedures.

## Student Petitions Academic/Non-Academic

The administration and faculty of Edison believe the spirit as well as the letter of college regulations must be respected. The right of students and campus organizations to petition is respected. A petition on any problem may be presented if special consideration is deemed to be in the best interest of the student group.

Petitions should be presented to the Vice President for Student Services and/or Designee for consideration. Peti-

tions concerning regulations administered by SGA should be presented directly to the SGA who will work closely with the Director of Student Development.

Academic petitions should be submitted to the Records Office at the Lee County Campus or the provost at the Collier County Campus and the Charlotte County Campus.

A student with a non-academic concern (that does not concern Financial Aid) obtains a petition form from the Records receptionist on the Lee, Collier, or Charlotte County Campus. The completed petition is turned in to the Office of Records or the Office of the Dean of Enrollment Management. The petition is recorded and forwarded to the

committee for possible redress. The committee is made up of one student, and two staff members. The committee meets bi-monthly or as needed to evaluate the merit of petitions and notifies the Dean of Enrollment Management of preliminary decisions. If dissatisfied with the decision, the student may continue the appeal process **if they can offer any additional information which would justify the petition.** The Dean may overrule the Committee's decision. As a final recourse, the student may appeal to the Vice President of Student Services only upon recommendation of the Dean of Enrollment Management. Otherwise, the Dean retains the privilege of final resolution.



# General Regulations for Student Activities

## Academic Standards for Leadership

To hold minor offices in Student Government Association or to serve as officers in student clubs, classes or publications on campus, students must have a minimum 2.0 GPA for the preceding session or a minimum cumulative 2.0 GPA. Holders of major offices must maintain a 2.5 GPA.

## Scheduling Meetings, Activities

All clubs and students organizations must secure meeting times and room assignments through the Student Activities Office.

## Student Organization Standards

Recognized student organizations at Edison Community College are responsible for maintaining the following standards:

- I. Each organization must have one or more sponsors who are members of the college staff/faculty. Service clubs must also have sponsors selected from the membership of the parent organization. No regularly-scheduled meetings of the organization or of its officers may be held without the sponsor present. If a special meeting is called, the sponsor must be notified far enough in advance so that he or she can be present or arrange for appropriate representation.
- II. Membership in student organization is limited to students of Edison Community College.
- III. Activities of student groups must be conducted in accordance with city, county, state, federal and college regulations.
- IV. The elected leader of the group is the administrative head and spokesman signing petitions for social events for the group and agreeing to the following regulations:
  - A. Dates for events must be cleared on the college activity calendar.
  - B. An activity schedule must be submitted to the Student Activities Office and the SGA office at least two week prior to the event.
  - C. The leader must inform appointees of duties and purchasing regulations.
  - D. Events must be closed within the hours prescribed by college policy.
  - E. The leader assumes responsibility for the conduct of the event.
  - F. Activities will be limited to Edison students and their individual guests.
  - G. The leader must report the presence of chaperones at all social events.
  - H. Any financial transactions of student clubs/organizations money must be signed off by the advisor, president and treasurer.
- V. Clubs must obtain authorization for off-campus trips and/or activities and to report such trips to the Coordinator of Activities and Sponsor/Advisor of club.
  - A. Trip insurance must be carried by any group sending students to conventions or other out-of-town meetings.

- B. Representatives shall be limited to the number of official voting delegates.
  - C. A faculty advisor must accompany any off-campus trip sponsored by the group. The advisor has the full authority of the college in matters relating to student conduct and student welfare.
- VI. Failure to meet these prescribed standards, or infraction of these regulations may result in:
- A. Denial of use of college facilities.
  - B. Denial of recognition of the group as an organization.
  - C. Forfeiture of right to representation of other college organizations such as SGA.
  - D. Forfeiture of right to representation in the college publications.
  - E. Denial of privileges of some or all social activities for a stated period.
  - F. Forfeiture of right to function as a group, including forfeiture of charter. This penalty must be approved by the Student Affairs Committee and the Vice President of Student Services.
  - G. Loss of officer status in organization.

## Social Regulations, Procedures

- I. Definition: A social function is defined as any dance, party, activity or entertainment sponsored by a college approved student group.
- II. Registration, Approval of Functions: All functions must be scheduled on the student activity calendar by the Coordinator and approved at least two weeks in advance of the event. The correct procedure is as follows:
  - A. Clear the date on the student activity calendar at the Student Activities Office.
  - B. Secure an activity form for approved social functions from the Student Activities Coordinator.
    1. The activity approval form must be obtained and the date set before other preparations are made.
    2. Space of the event should not be reserved, invitations issued nor publicity given until plans are approved.
  - C. Present the activity form to the Student Activities Coordinator for approval, including the date, location, hours, budget, theme, agreement and signature of the president, social chairman, and advisor approval.
  - D. Completed forms must be in the Student Activities office two weeks preceding the event.
  - E. All publicity must be approved by the Activities Coordinator.
  - F. Public Entertainment
    1. Student organizations may hold no entertainment open to the public without the consent of the Activities Coordinator.
    2. All plans, scripts, librettos, costumes must be approved by the Coordinator of Student Activities.

### III. Location of Social Functions

It is acceptable to have a social event in any approved place in the five-county college district. A location may be disapproved because of distance, inadequate police protection, inadequate facilities, fire hazards or other reasons deemed valid by the Coordinator of Student Activities.

### IV. Budgets

Each application for a function must be accompanied by a budget which is approved by the advisor, president and treasurer.

### V. Conduct

Organizations, including the faculty sponsor, assume responsibility for members and guests' conduct as follows:

- A. Only registered students and their guests may attend college social events given by student organizations unless by special invitation of the group and approved by the Activities Coordinator.
- B. Attire should be appropriate for a public social event.
- C. Each group should refrain from using decorations, signs and favors considered in poor taste.
- D. Any function sponsored by or held in the name of a recognized student organization must abide by all regulations stated herein, whether that function is held on or off the college campus.
- E. The college expects students to conduct themselves as mature adults, to dress and conduct social events in good taste, and reserves the right at any time to discipline students whose conduct is deemed against college regulations.
- F. Use or possession by a student of alcohol on campus is prohibited. Any student who reports to class while under the influence of drugs or alcohol will be in violation of the Drug and Alcohol Policy. Violation of this policy can result in disciplinary action up to and including immediate expulsion.

### VI. Duties as Sponsor of a Campus Group

- A. The sponsor should know and keep abreast of the work and progress of the organization.
- B. The sponsor should meet with the group each time it assembles and act as chaperon when the group goes off campus and at scheduled activities.

### VII. Duties of Chaperones

- A. The chaperones represent the faculty and administration at off-campus social functions, and reserve the right to discipline students whose conduct is contrary to these regulations.
- B. Chaperones will be asked to serve as representatives of the sponsoring group, and will be informed of the plans for the activity by the sponsoring group.

## Financial Regulations, Procedures

- I. All financial transactions must be approved by the advisor, president and treasurer of club. The leader of a student organization is responsible for seeing that the group observes the financial policies and procedures of the college and has the duty of informing appointees of the purchasing regulations. The treasurer is held

responsible for collecting and depositing all funds in the college business office within 24 hours. She/he shares with the president and the advisor the responsibility of informing members of financial duties and of proper purchasing procedures. All receipts of deposit must be given to the Activities Coordinator within 24 hours.

### II. Club Funds

- A. All money belonging to any organized college group must be deposited in the College Cashier's Office.

#### B. Expenditures

1. All expenditures from club funds must be approved by the organization, either by budget or by motion, properly seconded and passed by majority vote.
2. Most expenditures from club funds will be made by college check. Cash transactions are not permissible except through petty cash from the Business Office. Petty cash must be pre-approved by advisor, president and treasurer.
3. Payment will not be approved unless the expenditure is covered by a college purchase order completed prior to contracting for any services or materials.

### III. Purchasing Procedures at Edison

- A. A Request for Purchase form must be used to buy any tangible item and intangible items such as the services of bands or other entertainers.

1. Obtain proper form from the Student Activities Office.
2. Complete the Request for Purchase. Signature of the club treasurer and Coordinator of Student Activities is required.
3. Make four copies of the request form so that the Business Office receives two copies, the club treasurer one and the Coordinator of Student Activities one.
4. Present the approved form to the Business Office and they will purchase the item. If you have a source from which you know the item can be purchased, put the suggested source on the Request for Purchase form.

#### B. Issuance of Purchase Order.

1. The Business Office will issue the Purchase Order and order the item, which will be delivered to the Student Activities office when it arrives.
2. When an item is needed quickly, the Coordinator of Activities may request the Business Office to issue the Purchase Order and give it to him or her to take to the vendor to purchase the item. The club must accept the responsibility for receiving the item and informing the Business Office of the receipt of the item, and informing the vendor to send the bill to the Business Office so payment can be made.

#### C. Payment:

1. The Business Manager will issue checks to pay any bill approved by Purchase Order.

2. The account of the student organization will be charged with the amount of the purchase when the bill is received.
3. Under no conditions will a bill be paid for a club unless the club has gone through the proper purchasing procedure. Students may not contract for services on their own.



# **STUDENT RIGHTS AND RESPONSIBILITIES**

# Student Code of Conduct and Responsibility

Each student, whether in day or evening classes, part-time or full-time, is expected to be familiar with the rules and regulations of the college pertaining to academic affairs, social conduct, and student activities, which are published in this Catalog and posted on the bulletin board. Each student is responsible for conforming to the rules contained herein in addition to avoiding violations of the following specific offenses to the academic community. Failure to comply with these rules may result in disciplinary action being initiated as outlined in this Catalog.

1. **Insubordination or Disrespect to Constituted Authority** — Constituted authority is construed to mean any person designated by the institution to carry out institutional policies. Also, failing to obey a college official who is performing his/her duties and failing to respond to an official summons from an administrative officer of the college within the time indicated.
2. **Gambling for Money or Material Values** — Games of chance are prohibited by Florida law and city ordinances, except as defined herein.
3. **False Information** — Furnishing false or misleading information (oral or written) to college offices, faculty or staff, with intent to deceive, is fraudulent.
4. **Destruction of Property** — This term is construed to mean malicious destruction, damage, or misuse of college property, private property on the campus, vandalism and/or misuse of library material, fire equipment or other life-safety equipment.
5. **Illegal Use or Possession of Narcotic or Psychedelic Drugs is Strictly Prohibited** — The Federal Drug Abuse Act prohibits distribution and possession of certain drugs, including amphetamines, barbiturates, hallucinogens and other prescription-type medications which have not been prescribed by a licensed physician. Possession and/or distribution of such drugs, when not prescribed, constitutes a violation. (Senate Bill 989, 1969, as defined in Chapters 398 or 404 of the Florida Statutes). (Controlled Substances Act 21 USC.811).
6. **Possession or Use of Alcoholic Beverages** — Use of alcoholic beverages or having alcoholic beverages in one's possession, either on campus or at a college-approved function, is strictly prohibited. A student, regardless of age, who is guilty of disorderly conduct due to drinking, or who has alcoholic beverages on campus or at a college-approved function, is liable for suspension. Any person under 21 years of age who possesses or drinks intoxicating beverages, including beer, violates Florida State Law, Chapter 562.11, and thereby becomes subject to action by an appropriate court.
7. **Possession and/or Use of Firearms on Campus** — In an effort to safeguard life of the students and property, use or possession of ammunition or other weapons and/or setting off any explosive device, fireworks, or flammable liquid or objects on college property are prohibited on campus, except for individuals authorized to do so in line with security work.
8. **Forgery** — Forging, alteration or misuse of college documents, forms or records.
9. **Stealing** — The unlawful taking, destroying, defacing, damaging, or misusing college property or the property belonging to others.
10. **Cheating** — The giving or taking of any information or material with the intention of wrongfully using it to aid oneself or another student in any academic endeavor which will in any way determine the grade received for that course.
11. **Violation of Law Committed On or Off the Campus** — Violation of municipal, county, state and federal law and subsequent conviction of same constitutes violation of college policy. The nature of the violation will determine the extent of sanction that may be invoked by the college.
12. **Hazing** — Physical abuse of another person in the college community, subjecting another person therein to humiliating or painful ordeals, or harassing someone with threats made in person, by telephone, or in writing, are not in harmony with democratic principles, in that such action is in violation of the individual's civil rights. Any such hazing as further defined in 240.326 F.S. is also unlawful in the State of Florida. Such action on or off campus on the part of any student or group of students or student organization is to be construed as a violation of college rule. Any individual student or group of students or student organization charged with such a violation will receive a due process. The Vice President for Student Services then will decide on the validity of the charges and an appropriate disciplinary measure. Any individual student or group of students found guilty of such violation will receive disciplinary probation, suspension, dismissal, or any combination of such penalties, depending upon the circumstances and the severity of the individual case, as determined by an ad hoc committee. Any student organization found guilty of such violation will be placed on probation, will receive suspension of recognition as a student organization, will permanently lose recognition as a student organization or any combination of such penalties, depending upon the circumstances and the severity of the case, as determined by an ad hoc committee. A copy of 240.326 F.S. will be provided to each student organization recognized by the college. Each student organization will incorporate the wording of this college rule on hazing into its bylaws.
13. **Unlawful Entry** — The unlawful entry to college-owned or controlled buildings.
14. **Smoking** — Smoking is not permitted inside college buildings.



15. **Games** — Student games such as frisbee, touch football, etc. must be played on the athletic fields only and not around the buildings or inside the buildings.
16. **Commercial Solicitation and Fund-Raising on Campus** —
  - a. The regulation of commercial solicitation and fund-raising on the campus and the posting of advertising material on campus bulletin boards is necessary in order to conserve the time of faculty and staff members, to prevent unnecessary distraction during classes and study periods, to ensure the orderly processes of the college, and to protect the property of the college.
  - b. Solicitors and tradesmen, including students, faculty and other college personnel, are prohibited from entering the grounds or buildings of Edison Community College for the purpose of transacting business with students, faculty, or other college personnel, unless they have been issued a permit for this purpose by the vice President of Student Services.
  - c. The posting or distribution of advertising material shall be limited to a permanent official bulletin board on each campus of the college under the same permit system.
17. **Outside Organizations on Campus** — From State Board of Education Rules for Community Colleges 6A-14.57, Student Activities, Clubs and Organizations: “(2) Student organizations and clubs not funded from student activity fees or college funds. The college may permit organizations and clubs which are funded by a combination of contributions of its members, fund-raising projects and sources outside the college to exist on campus, provided the organizations has a faculty advisor and agrees to be governed by rules of the Board of Trustees. The college may require college approved organizations and clubs to deposit monies accruing to such organizations and clubs with the business of the college, to be accounted for as agency funds. In this case, all monies accruing to the organization shall be deposited with the college and withdrawals made upon requisition of the organization and faculty sponsor; provided that the expenditure is in accordance with the organization’s approved budget.”
18. **Disruption** — Obstructing or disrupting any college activity, including teaching, research, administrative functions, disciplinary procedures, social activities, and public service functions.
19. **Language** — Engaging in any obscene, profane, reckless, destructive, or unlawful course of conduct.

# Disciplinary Probation and Suspension

Students at Edison Community College agree, at the time of enrollment, to abide by the laws of this state and this nation, as well as the rules of this particular institution. Any student who violates these laws or rules is subject to action by the Student Court, resulting in probation, suspension or expulsion from Edison Community College.

## Control and Discipline of Students

1. Such rules and regulations as are necessary for the proper control and discipline of students shall be developed by the Vice President for Student Services and/or designee and published in the College Catalog after approval by the Board of Trustees. In the administration of discipline the student shall be accorded the following rights:
  - a. The right to a hearing which will normally be closed unless the Vice President for Student Services and/or designee and the student agree to an open hearing.
  - b. The right to specific written charges sufficiently in advance to the hearing.
  - c. The right to present witnesses and evidence at the hearing.
  - d. The right to cross examine witnesses and evidence.
  - e. No student shall be required to testify against himself/herself.
  - f. No disciplinary action shall be taken unless the preponderance of the evidence supports a guilty verdict.
  - g. Should a student fail to appear at the hearing, the case shall still be heard.
  - h. The right to a summary record of the hearing.
2. Depending on the severity of the violation, probation, suspension or expulsion may occur. Credits may be withheld only if the student is delinquent in the payment of an indebtedness to the college or if the credits were not honestly earned by the student.
3. The Vice President for Student Services and/or designee shall establish and publish procedures for handling of campus disturbances.
4. The Vice President for Student Services and/or designee is assigned responsibility for implementing the Board of Trustees' policies regarding the control and discipline of students.

## Hearing Procedures

1. Edison presents its case, witnesses and physical evidence.
2. The student can cross examine college witnesses.
3. The student presents his/her case and witnesses.
4. Deliberation by Judicial Court or designee. Guilt is determined by a preponderance of evidence.
5. If guilty, sanction hearing occurs. The student can present mitigating factors at this time.
6. Formal rules of evidence do not apply.

## Discipline

1. It is the expectation of the administration and faculty of Edison Community College that students entering its classes grow in maturity and develop the ability to lead and govern themselves and others. The philosophy is expressed in the democratic principle outlined in the Constitution of the Student Government Association. One branch of the Student Government Association is the Student Court, which handles motor vehicle infractions and most other student disciplinary matters.
2. In rare instances and for a variety of reasons, infractions of rules may occur which cannot properly be handled by the Student Court. In such cases, the Student Court will consider each case on its own merits and recommend disciplinary action. A student may appeal decisions of the Student Court to the Vice President for Student Services and/or designee.

# Laws Affecting Students

Below is a summary of several state and federal laws which affect students in Florida educational institutions. For your benefit, and that of the college, your adherence to these laws is requested. If you have any questions about how they affect you or the college, please check with the Vice President for Student Services.

## **UNITED STATES PUBLIC LAW 92-318; Section 497(a)**

This law provides that students or employees at an institution of higher learning, who after notice and a hearing are found guilty of substantial disruption will not be eligible for financial assistance provided by the federal government.

## **FLORIDA STATUTES, Section 282.01(17)(a): ADVOCATES OF OVERTHROW OF GOVERNMENT.**

This section provides that no state funds can be used as salaries or otherwise, to work to the benefit of any employee or student who advocates the overthrow of the government of the United States, the State of Florida, or a state university administration by force and violence, or who willfully practices or advocates with clear intent the disruption or interference with the lawful administration or functions of any State university or college.

## **FLORIDA STATUTES, Section 282.01(17)(b): PERSONS CONVICTED OF TRESPASS ON SCHOOL PROPERTY.**

This section provides that no state funds may be used to provide a loan, guarantee of a loan, or grant to any applicant who thereafter has been convicted in any court of record of any crime which involves the use of, or the assistance to others in the use of force, trespass, or the seizure of property officials or students at such institution from engaging in their duties or pursuing their studies.

## **FLORIDA STATUTES, Section 877.13: EDUCATIONAL INSTITUTIONS, UNLAWFUL INTER- RUPTION OR INTERFERENCE PROHIBITED.**

This section makes it unlawful for any person intentionally to act or disrupt or interfere with the lawful administration of functions of any educational institution in this State. Any person who violates the provisions of this section is guilty of a misdemeanor of the second degree, punishable by imprisonment in the County jail up to sixty (60) days, or fined up to \$500, or both.

## **FLORIDA STATUTES, Section 239.581: PARTICIPATION BY STUDENTS OR EMPLOYEES IN DISRUPTIVE ACTIVITIES AT STATE INSTITUTIONS OF HIGHER LEARNING: PENALTIES.**

This section provides that any person who shall accept the privilege extended by the laws of this state of attendance or employment at any State college or State university shall, by so attending or working at such institutions, be deemed to have given his consent to the policies of that institution, the Board of Regents of the Division of Universities of the Department of Education, and the laws of this State. Such policies shall include prohibition against disruptive activities at state institutions of higher learning. This section also

provides that after it has been determined that a student or employee of a state institution of higher learning has participated in disruptive activities, the following penalties may be imposed against such person: (a) Immediate termination of contract of such employee of the state institution of higher learning, and thereafter such person shall not be employed by any state public school or state college, state junior college or state university. (b) Immediate expulsion of such student from the institution of higher learning for a minimum of two years.

## **FLORIDA STATUTES, Section 239.582. EXPULSION AND DISCIPLINE OF STUDENTS IN THE STATE UNIVERSITY SYSTEM AND COMMUNITY COLLEGES.**

- (1) Each student in the State University System and each student in a community college is subject to federal and state law, respective county and municipal ordinances, and all rules and regulations of the board of Regents or board of trustees of the community college.
- (2) Violation of these published laws, ordinances, or rules and regulations may subject the violator to appropriate action by the university or community college authorities.
- (3) Each president in the State University System and each president of a community college shall have authority, after notice to the student of the charges and after a hearing thereon, to expel, suspend, or otherwise discipline any student who is found to have violated a rule or regulation of the Board of Regents or of the board of trustees of the community college or to have violated any law or ordinance.

## **FLORIDA STATUTES, Section 404.01(3) and Section 404.01 (1)**

have been amended to include cannabis within the definition of hallucinogenic drugs. The General Counsel's office stated in a supplementary advisory opinion issued 4-27-72, that "Therefore, 239.582 Florida Statutes, requiring State supported universities and community colleges to take certain specified disciplinary action against students formally charged with or found guilty of possession of certain items, including hallucinogenic drugs, would be applicable in the case of students who, from and after March 29, 1972, are formally charged with or found guilty of possession or sale of cannabis."

## **FLORIDA STATUTES, Section 228.21: TRESPASS UPON GROUNDS OR FACILITIES OF EDUCATIONAL INSTITUTIONS: PENALTIES.**

In any case in which a person who is not a student, officer or employee of a junior college, State university, or public school and who is not required by his employment by the institution involved to be on the campus or any other facility owned, operated, or controlled by the governing board of any such junior college, State university or public school enters the campus of such junior college or State university and is committing any act tending to interfere with

the normal, orderly, peaceful or efficient conduct of the activities of such campus or facility, the chief administrative officer or employee designated by him to maintain order on such campus or facility may direct such person to leave such campus or facility. If such person fails to do so, such person shall be guilty of trespass upon State lands as prohibited by Sec. 821.19 and shall be punished accordingly.

**The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226,**

requires that, as a condition of receiving Federal financial assistance, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

**FLORIDA STATUTES Section 240.3191; 240.3192: POLICY REGARDING STUDENTS WITH HUMAN IMMUNE DEFICIENCY VIRUS (HIV).**

The following guidelines are established regarding students with Human Immune deficiency Virus (HIV):

1. **DEFINITION:** For the purposes of this policy, a student with HIV falls into one of the following categories:
  - a. An individual who tests positive for HIV antibody but who has no symptom manifestations; or
  - b. An individual who is diagnosed as having AIDS Related Complex (ARC) — debilitating symptoms but no opportunistic infections; or
  - c. An individual who is diagnosed as having Acquired Immune Deficiency Syndrome (AIDS) — displaying one or more opportunistic infections.
2. **STUDENT RIGHTS:** The college recognizes that the rights of students with HIV to obtain education and employment must be balanced against the rights of persons without HIV who wish to be reasonably protected from contracting the virus.
  - a. Both the Federal Vocational Rehabilitation Act of 1973 and the Florida Educational Equity Act prohibit discrimination against persons with disabilities, and students with HIV are classified as disabled.
  - b. Under most circumstances, students with HIV will be afforded the same opportunities and benefits afforded to non-disabled students, including, but not limited to access to educational programs, counseling, student employment opportunities, and financial assistance.
  - c. Precautions will be provided to students in Allied Health Programs and science laboratory classes.
  - d. Any student who reveals that he/she has HIV will be afforded confidentiality in accordance with appropriate statutes and State law.
3. **ADMISSIONS:** No student will be denied admission to the college solely on the basis that he/she has HIV.
  - a. The college will not require a student to reveal whether or not he/she has HIV when applying for admission to the college, although the student may choose to reveal such data as part of the voluntary health information shared with the college.
  - b. Furthermore, the college will not require serological testing to determine if a student seeking admission has HIV.

4. **ATTENDANCE, WITHDRAWAL, AND/OR SUSPENSIONS:** Under most circumstances, no student will be required to cease class attendance solely on the basis of having HIV.

- a. If a student with HIV requests special accommodations due to illness (i.e., disability), the college will acquire sufficient information about such disability to make a determination regarding the requested accommodations.
  - b. The college will not impose any rule(s) or restrictions upon a student with HIV that will have the effect of limiting that individual's participation in the college's educational programs and/or services solely on the basis of that persons's disability.
  - c. Current research has indicated the possibility that the central nervous system may become affected by HIV, which may lead to progressive neurological and cognitive dysfunction and subsequent inability of the student to maintain scholastic performance. Decisions as to such a student continuing to attend class or being suspended or withdrawn from class(es) will be made on a case-by-case basis after reasonable accommodations have been examined or tried, and after an examination of the facts demonstrates to the college that the student can no longer function as necessary to meet the requirements of the student's course or program, or that the student presents a health or safety risk to self or to the College Community.
5. **HIV LIAISON:** A person may be appointed by the Provost on each campus to serve as a consultant to members of the College community regarding the policy of the college in this area.
    - a. The appointed liaison will work directly with the Vice President for Student Services in all matters regarding students with HIV, including hearings and development of policy.
    - b. The appointed liaison will provide information and education regarding HIV. This information will include: mode of transmission; signs and symptoms; precautions; appropriate attitude and behavior change; and means used to control the spread of HIV. Education programs and Health Fairs will be the primary vehicle of information dissemination.
    - c. Any student wishing to request special accommodations should contact the Vice President for Student Services.

**FLORIDA STATUTE, 240.319; 240.325 STATE BOARD OF EDUCATION RULE 6A-14.0247; SEXUAL HARASSMENT.**

Edison Community College adheres to the policy that sexual harassment is a form of sex discrimination declared illegal under Title VII of the Civil Rights Act of 1964, Florida's Human Rights Act of 1977 for employees, under Title IX of the Education Act of 1972 and the Florida Educational Equity Act. Sexual harassment can be verbal, visual, or physical. It can be overt or consist of persistent, unwanted attempts to change a professional relationship to a personal one.

Sexual harassment can range from inappropriate putdowns of individual persons, unwelcome sexual flirtations, or more serious abuses. It is coercive and threatening, and it creates an atmosphere that is not conducive to teaching, learning, or working.

1. Harassment, intimidation of staff or students, or allowing suggestions to be made that sexual favors may have an effect on status will not be tolerated by Edison Community College. If an employee or student becomes aware of any discriminatory behavior or any activity which might be considered harassment, it becomes the responsibility of that person to report such conduct.
  - a. Staff members should notify their immediate supervisor and/or the Provost.
  - b. Students should notify the Vice President for Student Services.
2. Unwelcome sexual advances requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
  - b. Submission to or rejection of such conduct by an individual is used as the basis for the employment or academic decisions affecting such individual; or
  - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or academic or professional performance or creating an intimidating hostile, or offensive working or educational environment.
3. Appropriate disciplinary action will be taken against any employee who violates this Policy against sexual harassment. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination
4. Certain actions determined by the President may require action on the part of the Board of Trustees, depending upon the nature of the offense(s) and/or the severity of the action to be taken. In such cases, the President will recommend appropriate action to the Board at the next regular board meeting following his communication to the parties.
5. Retaliatory action against anyone filing a complaint of any type of discrimination, including sexual harassment, will not be tolerated. The designee of the president, while attempting to investigate and mediate any sexual harassment claim, may establish safeguards against retaliation as deemed necessary.

**FLORIDA STATUTE, Sections 229.053(1); 240.325; 893.03 STATE BOARD OF EDUCATION RULE 6A14.0247; 6A-14.0262.**

**DRUG AND ALCOHOL POLICY.**

It is the policy of Edison Community College to promote and maintain a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited on college premises and in the workplace. All students and employees are required to abide by the terms of this policy as a condition of initial and continued enrollment and/or employment. This policy is

based on the Drug Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Amendments of 1989 (P.L. 101-226) and is subject to established college administrative policy and procedures.

1. The illegal use of drugs and alcohol is in direct violation of local, state and federal laws, as well as college policy. The use, possession, manufacture, dispensation and distribution of drugs in the workplace, on college premises, or while conducting college business away from college premises, or as a part of any college sponsored activity in any manner not permitted by law is strictly prohibited as a matter of college policy. Abuse by an employee or student of drugs or alcohol in the workplace, on college premises, while conducting college business away from college premises, or as a part of any college sponsored activity is also prohibited as a matter of college policy. Any employee or student who enters college premises, conducts college business, or engages in any college sponsored activity while under the influence of drugs or alcohol will also be in violation of this policy.
2. Violation of this policy can result in referral to appropriate law enforcement authorities, disciplinary action up to and including immediate suspension, expulsion, or termination, and/or a requirement of satisfactory participation in a college approved drug or alcohol rehabilitation program. A criminal conviction is not required for sanctions to be imposed upon a student or employee for violation of this policy.
3. Definitions:
  - a. Alcohol: the term "alcohol" as used in this policy means alcoholic beverages as described in Section 561.01(4)(a), Florida Statutes.
  - b. College premises: all buildings, grounds, facilities, structures, appurtenances, parking lots, or other areas of any campus of the college, all areas where classes are taught under the authority of the college, and all motor vehicles owned by the college.
  - c. Controlled Substance: any substance named or described in Schedules I.-V. of 893.03, Florida Statutes.
  - d. Drugs:
    - 1) articles recognized in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia, or supplement to any of them;
    - 2) articles intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or other animals; and
    - 3) articles (other than food) intended to affect the structure or any function of the body of man or other animals; and
    - 4) articles intended for use as a component of any article specified in clause (1), (2), or (3). Anabolic steroids and controlled substances, as set forth in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), as amended are included, but do not comprise the totality of this definition. (Source: 20 U.S.C. 3221(b)(2); 21 U.S.C. 321(g)(1).)
  - e. Possession: to have either in or on a student's or

employee's person, personal effects, motor vehicle(s) and/or areas substantially entrusted to their control such as bookbags, briefcases, desks, files, lockers, etc.

- f. Workplace: any office building or property (including parking lots) owned or operated by the college, or any other site or location at which the employee is to perform work for the college either on a temporary or permanent basis.
4. Employees are required to notify their supervisor in writing of any conviction for a violation of any drug or alcohol criminal statute occurring in the workplace, on college premises, while conducting college business away from college premises, or as a part of any college sponsored activity, no later than five (5) days following the conviction.
5. The designee of the President shall provide appropriate information to employees and students about the dangers of drug and alcohol abuse, the sanctions that can be imposed for the illegal use or abuse of alcohol and drugs, and the availability of counseling and rehabilitation programs.
6. An appropriate college executive officer shall be responsible for notifying federal funding agencies within ten (10) calendar days whenever an employee is convicted of a drug-related crime which occurred in the workplace; conducting a biennial review of the college's drug and alcohol program, and recommending changes if needed.

#### **FLORIDA STATUTE 784.011, 784.021, 784.03, 784.045, 794.03:**

#### **ASSAULT, BATTERY AND ASSAULT POLICY.**

Edison Community College is committed to preserving the safety and security of students, staff, faculties, and visitors to the college. Breach of the peace and other violations, including assault, batteries, and/or sexual assault will not be tolerated. Any student found in violation of this policy will be subject to disciplinary action up to and including dismissal. Any employee found in violation of this policy will be subject to disciplinary action up to and including termination. The college, through its Public Safety Office, will refer violations to local and state law enforcement agencies for criminal prosecution and further action by those agencies.

#### **1. DEFINITIONS**

##### **a. Assault**

Pursuant to Section 784.011, Florida Statutes, "assault" is defined as an intentional, lawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, in doing some act which creates a well-founded fear in some other person that violence is imminent (misdemeanor of 2nd degree).

##### **b. Aggravated Assault**

Pursuant to Section 784.021, Florida Statutes, "aggravated assault" means an assault with either a deadly weapon without intent to kill or with an intent to commit a felony (felony of 3rd degree).

##### **c. Battery**

Pursuant to Section 784.03, Florida Statutes, a person commits "battery" if he either actually and intention-

ally touches or strikes another person against the will of the other or intentionally causes bodily harm to an individual (misdemeanor of 1st degree).

##### **d. Aggravated Battery**

Pursuant to Section 784.045, Florida Statutes, a person commits "aggravated battery" when, in committing battery, either intentionally or knowingly causes great bodily harm, permanent disability or permanent disfigurement; or uses a deadly weapon (felony of 2nd degree).

##### **e. Sexual Battery**

Pursuant to Section 794.011, "sexual battery" means oral, anal, or vaginal penetration by, or union with, the sexual organ of another, or the anal or vaginal penetration of another by any other object. If a person commits sexual battery on another person without that person's consent, and in the process uses or threatens to use a deadly weapon, or threatens or actually uses physical force likely to cause serious injury (life felony).

#### **2. ASSISTANCE**

Generally, the office of Public Safety should be the first department contacted after an incident occurs at a campus or college site. Upon preliminary investigation, the appropriate local law enforcement agency may be notified and the incident may be referred to the agency. The Public Safety officer will notify the appropriate campus administrator, provost or designee.

#### **3. CONFIDENTIALITY**

Pursuant to Section 794.03, Florida Statutes, it is unlawful to print, publish or broadcast in any instrument of mass communication, the name, address or other identifying fact or information of the victim of any sexual offense.

#### **4. INFORMATION AND RESOURCES**

The college will develop, make available and distribute information regarding safety, security and/or sexual assault through the use of handouts, programs and seminars designed to promote awareness and prevention among the college's students, employees and the public.

#### **5. REPORTING**

Any violations, infractions or potentially hazardous situations should be reported immediately to Public Safety. Victim support and assistance is available through various support services, both on campus and off. Counseling and medical care should be pursued as soon as possible. The Director of Human Resources is designated to serve as the victim advocate.

### **Security Policies and Statistics**

Campus safety and security measures must be communicated and understood by all students and employees of Edison Community College. Therefore, it is the policy of the Public Safety Department to encourage that all criminal acts, safety hazards and unusual occurrences be reported.

The proper reporting procedure for all students and employees is to contact the ECC/USF Public Safety Department, (813)489-9203. This office may be reached on a 24-hour-per-day basis.

In event of an immediate emergency, danger, injury or criminal occurrence, the victim/witness is advised to also call the local police, fire or emergency service in the campus jurisdiction. These services can be requested by dialing the following numbers:

|                         | Off campus phone # | On campus phone # |
|-------------------------|--------------------|-------------------|
| <b>Charlotte Campus</b> |                    |                   |
| Public Safety           | (813) 489-9203     | 1203              |
| Local Emergency         |                    | 911               |
| <b>Collier Campus</b>   |                    |                   |
| Public Safety           | (813) 732-3712     | 3712              |
| Local Emergency         |                    | 9-911             |
| <b>Lee Campus</b>       |                    |                   |
| Public Safety           | (813) 489-9203     | 1203              |
| Local Emergency         |                    | 9-911             |

In all cases of criminal activity, loss of property, assault, threat, injury or any other crime, the Public Safety Department must be contacted as soon as possible. The prompt reporting of these events will facilitate investigation which will allow for recording the occurrence for further study and preventive action.

#### **Crime statistics for Edison Community College – 1993**

|                              |    |
|------------------------------|----|
| Burglary/Breaking & Entering | 10 |
| Larceny/Theft Offenses       | 43 |
| Motor Vehicle Theft          | 0  |

## **American Disabilities Act**

Edison Community College is committed to a policy of non-discrimination on the basis of disability in its employment practices, provision of services and access to college facilities and programs. Edison Community College assumes the Department of Labor's definition of a disabled individual as "one who (1) has a physical or mental impairment which substantially limits one or more of such person's life activities; (2) has a record of such impairment; or (3) is regarded as having had an impairment."

### **Employment**

Edison Community College does not discriminate in hiring, review, promotion, discharge, or other aspects in employment, against any applicant or employee with a disability, on the basis of that person's disability, if the person is qualified and able to perform the "essential functions" of the job with reasonable accommodation. Edison provides all disabled employees with equal or equivalent access to all benefits of employment, in an integrated setting, that would be available to a similarly situated employee, unless doing so would be an undue hardship.

### **Programs, Services and Facilities**

Edison Community College is committed to the requirement of making all programs, services and facilities "accessible to" and "usable by" persons with disabilities. Efforts include ensuring that existing facilities are readily accessible to or useable by individuals with disabilities through structural changes in facilities or through other methods that are equally effective, to make services, programs, or activities accessible; eliminating eligibility

criteria that screen out individuals with disabilities or any class of individuals with disabilities from fully and equally enjoying any service, program or activity unless these criteria are shown to be necessary for the provision of the service, program or activity being offered; administering services, programs and activities in the most integrated setting appropriate to the needs of qualified individuals with disabilities; and taking appropriate steps to ensure that communications with applicants, participants and members of the public who are disabled are as effective as communications with others, including the furnishing of appropriate auxiliary aids and services.

### **The ADA Coordinator**

In compliance with the Act, the college has designated the Director of Human Resources as the ADA Coordinator. Ms. House can be reached at 489-9294 or in the Human Resources office located in the Learning Resources Building on the Lee County Campus. The Coordinator will oversee and coordinate the college's efforts to comply with and carry out its responsibilities pertaining to the Act and will serve as the contact person for all ADA and information resource policies, procedures and concerns, bringing information before the ADA committee to be acted upon as necessary and appropriate.

### **The ADA Grievance Process**

Guidelines for filing an ADA complaint:

Edison Community College reaffirms the principle of Equal Access/Equal Opportunity regardless of race, creed, color, national origin, religion, sex, age, disability, and marital status. The equal opportunity principle applies to otherwise qualified disabled persons with regard to employment, the delivery of educational programs and services and all other appropriate areas in which the college is involved.

Section 6H6:2.06 of the Edison Community College District Board of Trustees Policy Manual clearly outlines the college's policy prohibiting discrimination. Furthermore, the college's policy of non-discrimination complies with the regulations set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

### **Procedure for filing ADA grievance:**

The purpose of the grievance procedure is to provide a means to mediate a fair and equitable solution to a complaint alleging discrimination based upon disability, or in violation of the rules and regulations prohibiting discrimination as outlined in the ADA.

Any person who feels they have been discriminated against based upon disability or in violation of ADA guidelines may contact the Director of Human Resources, the Human Resources Office, or the campus Provost, for information and assistance. The Director of Human Resources serves as the Coordinator for the ADA Grievance Process.

### **Employees**

Any Edison employee alleging discrimination based upon disability, and/or in violation of ADA guidelines should notify his/her immediate supervisor. If the complaint is against the immediate supervisor, the next higher level

supervisor should be contacted. An employee may contact either the campus Provost or the Director of Human Resources for counseling and advice.

### Students

Students alleging discrimination based upon disability, and/or in violation of the ADA guidelines may contact the Vice President for Student Services (or designee), or the ADA Coordinator.

### Informal/Formal Procedure

Edison employees or students may file a grievance for violation of ADA guidelines by filing one of the following complaints:

1. Informal process involving discussion between the immediate parties involved
2. Edison formal grievance complaint
3. (Outside agency) Department of Justice (Department of Justice will refer complaints for which it does not have jurisdiction under Section 504 to the appropriate agency.)

The time limits established for filing the grievance are the same as those already established as set forth in the Edison Community College Employment and Personnel Operating Procedures Manual.

When appropriate, the time frame for filing a grievance as established under Section 35.170 of the ADA guidelines may apply.

### Individuals with Disabilities

Individuals with disabilities are protected under Section 504 of the Rehabilitation Act of 1973 as amended in 1992. They are also protected under Florida Statutes, Chapter 240.152.

1. **Impaired and learning disabled persons; admission to postsecondary institutions; substitute requirements; rules.** Any person who is hearing impaired, visually impaired, or dyslexic, or who has a specific learning disability, shall be eligible for reasonable substitution for any requirement for admission to a state university, community college, or postsecondary vocational institution where documentation can be provided that the person's failure to meet the admission requirement is related to the disability.
2. **Impaired and learning disabled persons; graduation, study program admission, and upper division entry; substitute requirements; rules.** Any student in a state university, community college, or postsecondary vocational institution who is hearing impaired, visually impaired, or dyslexic, or who has a specific learning disability, shall be eligible for reasonable substitution for any requirement for graduation, for admission into a program of study, or for entry into upper division where documentation can be provided that the person's failure to meet the requirement is related to the disability and where the failure to meet the graduation requirement or program admission requirement does not constitute a fundamental alteration in the nature of the program.

3. A. Persons with disabilities are responsible for requesting services.
- B. Edison is responsible to notify students, faculty, and staff of services available. This can be accomplished by listing services in student guide, faculty guide, pamphlets, and at orientation programs for staff and students.

Telephones for hearing impaired individuals can be accessed in several ways:

Edison TDD line: on campus - #1093  
off campus - 489-9093

Florida Relay System: 1-800-955-8771 (TDD)  
1-800-955-8770 (V)

Students with disabilities wishing to petition for Substitution Admission and Graduation Requirements should submit academic petition to the Admissions and Records Office.



# **PROGRAMS OF STUDY**

# PROGRAMS OF STUDY

The two types of programs offered by Edison Community College are degree programs and certificate programs. The degree programs are the Associate in Arts which is oriented toward continuing in higher education, and the Associate of Science degree which is job-oriented. The degree programs normally take two years to complete. The certificate programs are usually one year in length and teach students the skills necessary for employment in specialized areas. The objective of the degree programs is to provide students with as much general education as possible, while that of the certificate programs is to limit courses to an area of specialization.

## FOR TRANSFER TO A UNIVERSITY ASSOCIATE IN ARTS DEGREE

This degree is designed to support more than 500 majors available within the Florida State University System.

|                  |                          |                    |                        |
|------------------|--------------------------|--------------------|------------------------|
| Agriculture      | Education                | History            | Political Science      |
| Anthropology     | Engineering              | Hospitality        | Pre-Professional (Law, |
| Art              | English                  | Human Services     | Medicine, Dentistry)   |
| Astronomy        | General Education        | Humanities         | Psychology             |
| Biology          | Geology                  | Languages          | Radio/Television       |
| Business         | Health Related (Pre-     | Literature         | Sociology              |
| Chemistry        | Medical Technology, Pre- | Music              | Speech                 |
| Criminal Justice | Nursing, Pre-Physical    | Philosophy         | Theatre Arts           |
| Ecology          | Therapy, Pre-            | Physics            |                        |
| Economics        | Occupational Therapy)    | Physical Education |                        |

For information about other programs of study, contact an Edison counselor.

## FOR JOB AND CAREER ASSOCIATE IN SCIENCE DEGREE

|                                        |                                |
|----------------------------------------|--------------------------------|
| Accounting Technology                  | Drafting and Design Technology |
| Business Administration and Management | Fire Science Technology        |
| Cardiovascular Technology              | Hospitality Management         |
| Citrus Production Technology           | Land Surveying                 |
| Computer Programming and Applications  | Legal Assisting                |
| Criminal Justice Technology            | Nursing R.N.                   |
| Dental Hygiene                         | Radiologic Technology          |
| Electronics Engineering Technology     | Respiratory Care               |
| Emergency Medical Services Technology  |                                |

## TOWARD A JOB CERTIFICATE PROGRAMS

Business Data Processing  
Emergency Medical Technology: EMT  
Emergency Medical Technology: Paramedic

## For Community Service, Profit, Hobby, Career and Professional Development, Enrichment CONTINUING EDUCATION

All varieties of short courses and workshops are offered. Let the Continuing Education Office know your needs.  
Call 489-9235.

# Associate in Arts Degree Program

Associate in Arts degree students must follow the general education course guide below in planning required courses. Rules of the Florida State Board of Education require that the Associate in Arts Degree include twelve credit hours of courses (four courses) in which writing is heavily emphasized and six credit hours of mathematics. These courses must be passed with a grade of "C" or better.

## COMMUNICATIONS.....9 credit hours (all 3 courses)

- \_\_\_\_\_ ENC 1101 Composition I  
(before 16th credit hour)
- \_\_\_\_\_ ENC 1102 Composition II  
(before 31st credit hour)
- \_\_\_\_\_ SPC 1010 Fundamentals of Speech

(NOTE: Students must either be enrolled in or have completed ENC 1101 before registering for their 16th semester hour, and must either be enrolled in or have completed ENC 1102 before registering for their 31st semester hour. To qualify for the A.A. degree, students must complete both required English courses with a grade of C or higher).

## HUMANITIES.....6 credit hours (Select 2 courses — One from part A and one from part B or two from part A)

### Part A

- \_\_\_\_\_ HUM 2210\* Ancient World-Renaissance and/or
- \_\_\_\_\_ HUM 2230\* 17th Century-Present and/or
- \_\_\_\_\_ HUM 2930\* Great Human Questions

AND/OR any course from the following:

### Part B

- \_\_\_\_\_ AML 2010 American Literature
- \_\_\_\_\_ AML 2022 American Literature
- \_\_\_\_\_ ARH 1000 Art Appreciation
- \_\_\_\_\_ ARH 1050 Art History I
- \_\_\_\_\_ ARH 1051 Art History II
- \_\_\_\_\_ ARH 1950 European Art/Architecture  
(first time tour/must take in combination with HUM 1950)
- \_\_\_\_\_ ENL 2011 English Literature I
- \_\_\_\_\_ ENL 2020 English Literature II
- \_\_\_\_\_ HUM 1950\* Humanities Study Tour
- \_\_\_\_\_ HUM 2950\* (second Humanities tour)
- \_\_\_\_\_ LIT 2110 World Literature I
- \_\_\_\_\_ LIT 2120 World Literature II
- \_\_\_\_\_ MUL 1110 Music History/Appreciation
- \_\_\_\_\_ PHI 2010 Intro. to Philosophy
- \_\_\_\_\_ PHI 2100 Logic
- \_\_\_\_\_ PHI 2600 Ethics
- \_\_\_\_\_ THE 2100 Theatre History/Literature

\*Each of these courses is writing-intensive, i.e., extensive writing is assigned and supervised as an integral part of the coursework. For an A.A. degree, one of these three courses must be completed with a grade of "C" or higher.

These courses satisfy the writing requirements of 6,000 words each. Each student must have 4 courses:

|           |           |          |
|-----------|-----------|----------|
| AML 2210W | ENC 1102  | HUM 2210 |
| AML 2022W | WOH 1012W | HUM 2230 |
| CRW 2100  | WOH 1023W | HUM 2930 |
| ENC 1101  | WOH 1030W |          |

## SOCIAL SCIENCES.....9 credit hours (4 courses)

(Courses must be chosen from three discipline areas, and must include either WOH1012, WOH1023 or WOH1030. It may also include at least one writing-intensive section world civilization course (designated on the College schedule of classes by W), which must be completed with a grade of "C" or higher.\*\*

### Anthropology

- \_\_\_\_\_ ANT 1410 Cultural Anthropology
- \_\_\_\_\_ ANT 1511 Physical Anthropology

### Ecology

- \_\_\_\_\_ IDS 1156 Ecology I
- \_\_\_\_\_ IDS 1157 Ecology II

### Economics

- \_\_\_\_\_ ECO 2013 Economics I
- \_\_\_\_\_ ECO 2023 Economics II

### Education

- \_\_\_\_\_ EDF 2005 Intro. to Education

### Geography

- \_\_\_\_\_ GEA 2010 Geog/Eastern Hemis.
- \_\_\_\_\_ GEA 2040 Geog/Western Hemis.
- \_\_\_\_\_ GEA 2370 Conserving Natural Resources

### Gerontology

- \_\_\_\_\_ GEY 2000 Gerontology

### Human Services

- \_\_\_\_\_ HUS 1001 Intro. to Human Services

### History

- \_\_\_\_\_ AMH 2010 U.S. History to 1865
- \_\_\_\_\_ AMH 2020 U.S. History 1865/Present
- \_\_\_\_\_ AMH 2070 History of Florida
- \_\_\_\_\_ AMH 2091 African-American History

- \_\_\_\_\_ WOH 1012 World Civ. to 1500
- \_\_\_\_\_ WOH 1023 World Civ. to 1500-1815
- \_\_\_\_\_ WOH 1030 World Civ. 1815 to present

Must select  
one WOH  
course

### Political Science

- \_\_\_\_\_ POS 2041 American Government
- \_\_\_\_\_ POS 2112 State & Local Govt.
- \_\_\_\_\_ INR 2002 International Relations

### Psychology

- \_\_\_\_\_ CLP 1000 Pers /Soc /Adjustment
- \_\_\_\_\_ DEP 2004 Human Growth / Development
- \_\_\_\_\_ DEP 2102 Child Psychology
- \_\_\_\_\_ DEP 2302 Adolescent Psychology
- \_\_\_\_\_ EDP 2002 Educational Psych.
- \_\_\_\_\_ INP 2301 Human Relations / Business
- \_\_\_\_\_ PSY 2013 General Psych. I
- \_\_\_\_\_ PSY 2014 General Psych. II

### Sociology

- \_\_\_\_\_ SYG 1000 Intro. to Sociology
- \_\_\_\_\_ SYG 1010 Contemp. Social Problems
- \_\_\_\_\_ SYG 2430 Marriage & Family

\*\* NOTE: AML 2010W, AML 2022W, CRW2100, HUM2210, HUM 2230, HUM 1950 or HUM 2930 (when taken as the second general Humanities course) may substitute for the writing-intensive aspect of this requirement. This is totally separate from the 9 credit hour requirement in Social Sciences.

**Natural Sciences:..... 8 credits (minimum)**

2 lectures / 2 laboratories. Satisfactory completion of two of the following science courses with their associated laboratories will fulfill this requirement:

Note: *It is recommended that all Learning Assistance classes (College Prep) be completed prior to enrollment in ANY Science Course.*

The courses in **Column A** below have no prerequisites.

You may select two courses below, or choose a sequential course from column B.

The courses in **Column B** are sequential, or require another science or math course as a prerequisite:

|                |                               |                 |                               |
|----------------|-------------------------------|-----------------|-------------------------------|
| _____ AST 2005 | Astronomy I (4)               | _____ BOT 2010C | Botany (4)                    |
| _____ AST 2006 | Astronomy II (4)              | _____ BSC 1011  | Biological Science II (5)     |
| _____ BSC 1010 | Biological Sci. I (5)         | _____ BSC 1085  | Anatomy / Physiology I (4)    |
| _____ BSC 1020 | Introduction to Biology (5)   | _____ BSC 1086  | Anatomy / Physiology II (4)   |
| _____ BSC 1030 | Man and the Environment (5)   | _____ MCB 1013  | Microbiology (5)              |
| _____ BSC 1040 | South Florida Environment (5) | _____ OCB 2010  | Marine Biology (4)            |
| _____ CHM 2030 | Intro to Chemistry (5)        | _____ ZOO 2010  | Zoology (4)                   |
| _____ GLY 1010 | Physical Geology (5)          | _____ CHM 2045  | General Chemistry I (5)       |
| _____ GLY 1100 | Historical Geology (5)        | _____ CHM 2046  | General Chemistry II (5)      |
| _____ GLY 1032 | Earth Revealed (4)            | _____ CHM 2210  | Organic Chemistry I (5)       |
| _____ ISC 1001 | Frontiers of Sci. I (4)       | _____ CHM 2211  | Organic Chemistry II (5)      |
| _____ ISC 1002 | Frontiers of Sci. II (4)      | _____ PHY 1053  | Fundamentals / Physics I (5)  |
| _____ OCE 1001 | Oceanography I (5)            | _____ PHY 1054  | Fundamentals / Physics II (5) |
| _____ OCE 1002 | Oceanography II (5)           | _____ PHY 2048  | General Physics I (5)         |
|                |                               | _____ PHY 2049  | General Physics II (5)        |

NOTE: Only televised courses that have an accompanying laboratory can be used to meet the science requirement. Those without labs are offered for elective credit only.

**Mathematics.....6 credit hours (minimum) (2 different courses)**

The mathematics courses needed for a particular career plan are usually specified by that career or curriculum. Those students who wish to satisfy the minimum of six hours specified by general education requirements may pick one mathematics course from Column A and one mathematics course from Column B. General education requirements are reserved for those students that have not declared a major, those students with non-technical career plans, and those students with minimal mathematics experience. Courses must be passed with "C" or higher.

Note: *Do not select the same course from both columns.*

**General Education Math Requirements**

**Column A**

|                |                           |
|----------------|---------------------------|
| _____ MGF 1113 | Topics in Finite Math (4) |
| _____ MAC 1102 | Algebra (3)               |
| _____ MAD 1104 | Discrete Mathematics (3)  |
| _____ MAE 2810 | Math for Elem Teach (4)   |
| _____ STA 2040 | Statistics (4)            |

**Column B**

|                |                          |
|----------------|--------------------------|
| _____ MAC1102  | Algebra (3)              |
| _____ MAC1140  | Pre-Calculus Algebra (3) |
| _____ MAD1104  | Discrete Mathematics (3) |
| _____ STA 2040 | Statistics (4)           |
| _____ MAC1114  | Trigonometry (3)         |

These advanced mathematics courses may also be used to meet the AA mathematics requirements:

|                 |                                           |
|-----------------|-------------------------------------------|
| _____ MAC 2132* | Integrated College Algebra and Trig (4)   |
| _____ MAC 2233  | Calculus of Business / Social Science (4) |
| _____ MAC 2311  | Calculus w / Analytic Geometry I (4)      |
| _____ MAC 2312  | Calculus w /Analytic Geometry II (4)      |
| _____ MAC 2313  | Calculus w / Analytic Geometry III (4)    |
| _____ MAC 2302  | Differential Equations (4)                |

\* Students wishing to take MAC 2132 must have had prior trigonometry classes (high school or college).

**Electives .....20 credit hours**

|         |         |
|---------|---------|
| # _____ | # _____ |
| # _____ | # _____ |
| # _____ | # _____ |
| # _____ | # _____ |
| # _____ | # _____ |

\* Be sure electives selected have an "AA" designation as listed in the course description section of this Catalog. A.S. courses do not qualify for elective credit.

Student's Name \_\_\_\_\_ Major Code \_\_\_\_\_

Advisor's Name \_\_\_\_\_ Date \_\_\_\_\_

These pages may also be used as a Educational Plan worksheet to help record your progress toward an Associate in Arts degree.

### PHYSICAL EDUCATION WELLNESS .....2 credit hours

Non-Physical Education majors may take up to six credits in this area. Courses selected by Physical Education majors should be chosen in accordance with the requirement of the intended transfer institution.

### FOREIGN LANGUAGE

Students seeking admission to the Florida State University System must have completed two years of foreign language at the high school level or two courses (eight credit hours) at the college level.

### COMPUTING SKILLS

Entering students are strongly encouraged to acquire basic computing skills by taking a computer course.

**TOTAL CREDIT HOURS .....60**

\_\_\_\_\_ Students are required to satisfactorily complete the COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST) before the Associate in Arts Degree may be awarded. Students must pass the pre-CLAST examination prior to registration for the CLAST.

Any Learning Assistance course taken through the College Preparatory Program should be entered as non-transferable electives. Courses currently include ENC 9010 and 9020; REA 9002 and 9003; MAT 9002, 9013, and 9024. Learning Assistance courses for graduation credit (transferable) include ESL courses, and REA 1605 and 1620. **College Preparatory credits with a 9000 number are non-transferable and cannot be used for graduation.**

### Sequence Courses

Fall \_\_\_\_\_

\_\_\_\_\_

Spring \_\_\_\_\_

\_\_\_\_\_

Summer A \_\_\_\_\_

\_\_\_\_\_

Summer B \_\_\_\_\_

\_\_\_\_\_

Fall \_\_\_\_\_

\_\_\_\_\_

Spring \_\_\_\_\_

1110100 Agricultural and Natural Resources  
1172202 Anthropology  
1110200 Architecture and Environmental Design  
1121001 Art  
1111911 Astronomy  
1110401 Biology  
1110400 Biological Sciences and Zoology  
1150501 Business  
1111905 Chemistry  
1160700 Computer Science & Information Science  
1182105 Criminal Justice  
1111202 Pre-Dentistry  
1110420 Ecology  
1172204 Economics  
1140800 Education

### Majors for Associate in Arts Degree

*There are approximately 500 majors in the Florida system. The most frequently selected majors are listed here. If your intended major is not represented exactly, please select a related category.*

1110900 Engineering  
1131501 English  
1190000 General Education for Degree Seeking  
1111914 Geology  
1111200 Health Professions  
-Medical Technology  
-Nursing  
-Occupational Therapy  
-Physical Therapy

1172205 History  
1181300 Home Economics  
1181307 Hospitality  
1182104 Human Services  
1184903 Humanities  
1184900 Interdisciplinary  
1131100 Languages  
1181400 Pre-Law  
1184901 Liberal Arts  
1181600 Library Science

1131502 Literature  
1161700 Math  
1111201 Pre-Medicine  
1181800 Military Science  
1121005 Music  
1131509 Philosophy  
1140835 Physical Education  
1111902 Physics  
1172207 Political Science  
1172000 Psychology  
1182100 Public Affairs  
1180601 Radio and Television  
1172200 Social Science/Sociology  
1131506 Speech  
1121007 Theatre Arts  
1182300 Theology

# Associate in Science Degree Programs

## Requirements for the Associate in Science Degree

1. Complete an approved program of studies as specified of at least sixty (60) semester hours with a 2.0 ("C") grade point average.
2. Complete a minimum of fifteen (15) semester hours of general education courses as part of the sixty (60) semester hour minimum requirement from the broad fields of Communications/Humanities, Mathematics/Science, and Social Behavioral Science.
3. Complete the final fifteen (15) semester hours at Edison Community College.
4. Apply for graduation with the Office of Admissions and Records.
5. Fulfill all financial obligations to the College. Note: Students completing Associate in Science degrees who wish to transfer to a unit of the Florida State University System are required to complete the College Level Academic Skills Test prior to the award of the Associate in Science degree.

## Limited Admissions A.S. Degree Programs

The Associate in Science Degree programs in Nursing, Respiratory Therapy, Radiologic Technology, Emergency Medical Services/Paramedic and Cardiovascular Technology are selective admissions programs. Admission to the College does not automatically admit a student to these programs of study. Application should be made to the College as well as application for admission to the program of study. Such applications for admission to the program of study are made through the office of Admissions and Records. Criminal Justice and Fire Science Technology are designed for individuals employed in these professions.

## Articulation Arrangements

Articulation arrangements have been developed with area vocational technical schools for programs in Criminal Justice and Fire Science Technology. Information about experiential and other applicable credit is available from the Program Coordinator.

### ACCOUNTING TECHNOLOGY

The Associate in Science degree program in Accounting is designed to prepare students to enter public or private accounting in various capacities. Students who successfully complete this program will have the knowledge and skills necessary to sit for two certification examinations.

#### Accreditation Council for Accountancy and Taxation (ACAT)

The ACAT examination is sponsored by the National Society of Public Accountants located in Alexandria, Virginia. The examination is offered twice a year, in May and December. The six-hour examination is given at over 200 test sites nationwide. Accreditation in Accountancy by the ACAT tells your clients and/or employer they have a professional working for them.

#### Enrolled Agents Examination

The enrolled agents examination is a comprehensive four-part exam administered once a year by the Internal Revenue Service. The primary benefits of being an enrolled agent are (1) recognition of attaining a high level of knowledge of federal taxation and (2) eligibility to practice before the IRS.

#### First Year, Fall Semester

|          |                          |       |
|----------|--------------------------|-------|
| ACG 1001 | Financial Accounting I   | 3     |
| GEB 1011 | Introduction to Business | 3     |
| ENC 1101 | Composition I            | 3     |
| CGS 1000 | Data Processing Concepts | 3     |
| MAC 1102 | College Algebra          | 3     |
|          |                          | <hr/> |

#### First Year, Spring Semester

|          |                                             |       |
|----------|---------------------------------------------|-------|
| ACG 2011 | Financial Accounting II                     | 3     |
| ENC 1102 | Composition II (Technical Writing Emphasis) | 3     |
| MAN 2800 | Small Business Management                   | 3     |
| CGS 1530 | Micro Computer Skills                       | 4     |
| STA 2040 | Introductory Statistics                     | 4     |
|          |                                             | <hr/> |

#### First Year, Summer A Semester

|          |                       |       |
|----------|-----------------------|-------|
| ACG 2071 | Managerial Accounting | 3     |
|          |                       | <hr/> |

#### Second Year, Fall Semester

|          |                                                          |       |
|----------|----------------------------------------------------------|-------|
| ACG 2450 | Accounting Applications                                  | 3     |
| TAX 2000 | Introduction to Federal Income Tax                       | 3     |
| SPC 1010 | Fundamentals of Speech Communication (Business Emphasis) | 3     |
| ECO 2013 | Economics I                                              | 3     |
| CGS 2510 | Lotus 1, 2, 3                                            | 3     |
|          |                                                          | <hr/> |

#### Second Year, Spring Semester

|          |                               |       |
|----------|-------------------------------|-------|
| ECO 2023 | Economics II                  | 3     |
| ACG 2930 | Selected Topics in Accounting | 3     |
| TAX 2010 | Federal Tax Accounting        | 3     |
|          | One hr. elective              | 1     |
|          |                               | <hr/> |

**Total Credit Hours:** 60

### BUSINESS ADMINISTRATION AND MANAGEMENT

A General Business Administration and Management Program leading to an Associate in Science degree provides those entering the business world with the additional educational background needed in a highly technical economy.

This program is designed to prepare students in a wide variety of business subjects so they will possess the versatility required by most modern businesses today. The program satisfies employment needs which are immediate in nature and upgrades skills of those who desire to improve job performance and promotional opportunities.

#### Business Administration and Management Program Associate in Science Degree Program Requirements

##### First Year, Fall Semester

|          |                              |       |
|----------|------------------------------|-------|
| ACG 1001 | Financial Accounting I       | 3     |
| GEB 1011 | Introduction To Business     | 3     |
| ENC 1101 | Composition I                | 3     |
| MGF 1113 | Topics In Finite Mathematics | 4     |
|          |                              | <hr/> |

##### First Year, Spring Semester

|          |                                  |        |
|----------|----------------------------------|--------|
| CGS 1530 | Microcomputer Skills             | 4      |
| BUL 2111 | Business Law I (3)               |        |
|          | or                               |        |
| BAN 1800 | Law & Banking Principles (3)     |        |
|          | or                               |        |
| REE 1040 | **Real Estate Principles And Law | 3 OR 4 |
| MAN 2021 | Management Principles            | 3      |
|          | * Career Core Elective           | 3      |
|          |                                  | <hr/>  |

##### First Year, Summer A Semester

|          |                                                                        |       |
|----------|------------------------------------------------------------------------|-------|
| SPC 1010 | Fundamentals Of Speech Communication (Business Communication Emphasis) | 3     |
|          |                                                                        | <hr/> |

##### Second Year, Fall Semester

|          |                                        |       |
|----------|----------------------------------------|-------|
| ECO 2013 | Economics I                            | 3     |
| INP 2301 | Human Relations In Business & Industry | 3     |
|          | *Career Core Electives (3)             | 10    |
|          |                                        | <hr/> |

##### Second Year, Spring Semester

|          |                             |       |
|----------|-----------------------------|-------|
| PHI 2600 | Ethics                      | 3     |
|          | * Career Core Electives (4) | 12    |
|          |                             | <hr/> |

**Total Credit Hours:** 60/61

\* Elective courses must be selected from STA 2040, OST 1110, ACG 2071, ACG 1002, ACG 2011, ECO 2023, OST 2335, or any course in Business (i.e. MNA 2300 or MNA 2800), Hospitality, Banking and Finance, Economics, & Real Estate.

\*\* Must also include the Continuing Education Course in Current Real Estate Law.

## ASSOCIATE IN SCIENCE DEGREE IN CARDIOVASCULAR TECHNOLOGY

The Cardiovascular Technology Program offers students the opportunity to obtain an Associate in Science Degree in Cardiovascular Technology. In the second year of the program students will take the basic science examination and upon successful completion will become registry-eligible. The Cardiovascular Technologist is employed in cardiac catheterization laboratories, cardiac ultrasound laboratories and in cardiac non-invasive laboratories.

The program annually recruits a freshman class which begins in the Fall semester. The deadline for Application is June 1 of each year. Currently 20 freshmen are accepted each year. Class size is limited by the number of cardiology laboratories in the clinical affiliates needed for the training of students.

The Cardiovascular Technology Program is a limited admission program. The criteria for admission are available through the program office or through the Health Science division office.

### Cardiovascular Technology Program *Associate in Science Degree Program Requirements* (Revised November, 1992)

#### First Year, Fall Semester

|           |                                            |           |
|-----------|--------------------------------------------|-----------|
| MAC 1102  | Algebra                                    | 3         |
| CHM 2030  | Introduction to Chemistry & Lab            | 5         |
| BSC 1084C | Human Physiology & Lab                     | 5         |
| RET 1024  | Introduction to Cardiopulmonary Technology | 3         |
|           |                                            | <u>16</u> |

#### First Year, Spring Semester

|          |                                        |           |
|----------|----------------------------------------|-----------|
|          | Humanities Elective                    | 3         |
| PHY 1007 | Physics for the Health Sciences        | 3         |
| PSY 2013 | General Psychology                     | 3         |
| ENC 1101 | Composition I                          | 3         |
| RET 1821 | Freshman Clinical I                    | 2         |
| RET 1616 | Cardiopulmonary Anatomy and Physiology | 2         |
|          |                                        | <u>16</u> |

#### First Year, Summer A

|          |                             |          |
|----------|-----------------------------|----------|
| MCB 1013 | Microbiology & Lab          | 5        |
| CPT 1200 | Cardiovascular Pharmacology | 2        |
|          |                             | <u>7</u> |

#### Second Year, Fall Semester

|           |                             |           |
|-----------|-----------------------------|-----------|
| CPT 2420  | Invasive Cardiology I       | 4         |
| CPT 2620  | Non-Invasive Cardiology I   | 4         |
| CPT 2840L | Cardiovascular Practicum II | 6         |
|           |                             | <u>14</u> |

#### Second Year, Spring Semester

|           |                              |           |
|-----------|------------------------------|-----------|
| CPT 2421  | Invasive Cardiology II       | 4         |
| CPT 2621  | Non-Invasive Cardiology II   | 4         |
| RET 224   | Critical Care Applications   | 4         |
| CPT 2841L | Cardiovascular Practicum III | 4         |
|           |                              | <u>16</u> |

#### Second Year, Summer A

|           |                                               |          |
|-----------|-----------------------------------------------|----------|
| CPT 1920  | Cardiovascular Technologist as a Professional | 2        |
| CPT 2842L | Cardiovascular Practicum IV                   | 6        |
|           |                                               | <u>8</u> |

**Total Credit Hours:** 77

Any course listed in the General Education plan on page 69 under the Humanities category.

**General Education Requirements** are included in the required sequences listed above. Some students prefer to take most or all of their general education courses before entering the Cardiovascular sequence. This is recommended, especially for those students who must work or those who have heavy family obligations.

## ASSOCIATE IN SCIENCE DEGREE IN CITRUS PRODUCTION TECHNOLOGY

The Citrus Production Technology program is designed to meet the growing need for mid-level managers in the citrus industry in Florida. In cooperation with the Institute of Food and Agricultural Sciences (IFAS) of the University of Florida, this program prepares students for employment in grove production and middle management positions in sales and service to the citrus and nursery industry.

### Citrus Technology Program *Associate in Science Degree Program Requirements*

#### First Year, Fall Semester

|          |                                        |           |
|----------|----------------------------------------|-----------|
| FRC 1211 | Citrus Culture I                       | 3         |
| ORH 1008 | Introduction to Horticulture           | 3         |
| ENC 1101 | English Composition I                  | 3         |
| MGF 1113 | Topics in Finite Mathematics or higher | 4         |
|          |                                        | <u>13</u> |

#### First Year, Spring Semester

|          |                                      |           |
|----------|--------------------------------------|-----------|
| FRC 2220 | Citrus Culture II                    | 3         |
| ISC 1001 | Frontiers of Science I               | 3         |
| SPC 1010 | Fundamentals of Speech Communication | 3         |
| ECO 2013 | Economics I                          |           |
|          | or                                   |           |
| POS 2112 | American State and Local Politics    | 3         |
|          |                                      | <u>12</u> |

#### First Year, Summer Semester

|          |                      |          |
|----------|----------------------|----------|
| IPM 2671 | Pests and Pesticides | 3        |
| PSY 2013 | General Psychology I | 3        |
|          |                      | <u>6</u> |

#### Second Year, Fall Semester

|          |                          |           |
|----------|--------------------------|-----------|
| SOS 2102 | Soils and Fertilizers    | 3         |
| GEB 1011 | Introduction to Business | 3         |
| ACG 1001 | Accounting I             | 3         |
|          | * Elective               | 3         |
|          |                          | <u>12</u> |

#### Second Year, Spring Semester

|          |                         |           |
|----------|-------------------------|-----------|
| MAG 2731 | Irrigation and Drainage | 3         |
| BUL 2241 | Business Law I          | 3         |
|          | * Elective              | 3         |
|          | * Elective              | 3         |
|          |                         | <u>12</u> |

#### Second Year, Summer Semester

|          |                               |          |
|----------|-------------------------------|----------|
| AGG 2930 | Current Topics in Agriculture | 3        |
|          | Humanities Elective           | 3        |
|          |                               | <u>6</u> |

**Total Credit Hours:** 61

\*Electives may be chosen from any courses other than Physical Education or Learning Assistance.

Any course listed in the General Education plan on page 69 under the Humanities category.

## COMPUTER PROGRAMMING AND APPLICATIONS

The Computer Programming and Analysis Program prepares students to enter the field of data processing as entry level programmers in a business environment. The training is practical in nature and emphasizes performance of job tasks similar to those performed in today's commercial data processing environment.

This unique, performance-based training program offers students extensive "hands-on" experience in computer operations and exposure to a variety of programming languages. Courses are available for the beginning student as well as for professionals returning for more specific knowledge in advanced data processing techniques.

### Computer Programming and Applications Program Associate in Science Degree Program Requirements

| Applications Option                  |                                          |           | Programming Option                    |                                          |           |
|--------------------------------------|------------------------------------------|-----------|---------------------------------------|------------------------------------------|-----------|
| <b>First Year, Fall Semester</b>     |                                          |           | <b>First Year, Fall Semester</b>      |                                          |           |
| CGS 1530                             | Microcomputer Skills                     | 4         | CGS 1000                              | Data Processing Concepts                 | 3         |
| ENC 1101                             | Composition I                            | 3         | ENC 1101                              | Composition I                            | 3         |
| MAC 1102                             | Algebra                                  | 3         | INP 2301                              | Human Relations in Business and Industry | 3         |
|                                      | * Career Core Elective                   | 3         | MAC 1102                              | Algebra                                  | 3         |
|                                      |                                          | 13        |                                       | * Career Core Elective                   | 3         |
| <b>First Year, Spring Semester</b>   |                                          |           | <b>First Year, Spring Semester</b>    |                                          |           |
| ENC 1102                             | Composition II                           | 3         | ENC 1102                              | Composition II                           | 3         |
| OST 1712                             | Wordperfect I                            | 3         | COP 1220                              | Introduction to Programming with C       | 3         |
| MAN 2021                             | Management Principles                    | 3         | PHI 2100                              | Logic: Reasoning & Critical Thinking     |           |
|                                      | * Career Core Electives (2)              | 6         |                                       | or                                       |           |
|                                      |                                          | 15        | ART 2480C                             | Introduction to Computer Imaging         | 3         |
| <b>First Year, Summer A Semester</b> |                                          |           | <b>First Year, Summer A Semester</b>  |                                          |           |
| SPC 1010                             | Fundamentals of Speech Communication     | 3         |                                       | * Career Core Electives (2)              | 6         |
|                                      | (Business Communications Emphasis)       |           |                                       |                                          | 15        |
|                                      |                                          | 3         | <b>First Year, Summer A Semester</b>  |                                          |           |
| <b>Second Year, Fall Semester</b>    |                                          |           | <b>Second Year, Summer A Semester</b> |                                          |           |
| CGS 2510                             | Lotus 1-2-3                              | 3         | SPC 1010                              | Fundamentals of Speech Communications    | 3         |
| INP 2391                             | Human Relations in Business and Industry | 3         |                                       | (Business Communications Emphasis)       | 3         |
|                                      | ** Elective                              | 3         | <b>Second Year, Fall Semester</b>     |                                          |           |
|                                      | * Career Core Electives (2)              | 6         | COP 1221                              | Intermediate Programming with C          | 3         |
|                                      |                                          | 15        | CGS 2100                              | Business Computer Systems & Applications | 3         |
| <b>Second Year, Spring Semester</b>  |                                          |           |                                       | ** Elective                              | 3         |
| CGS 2540                             | DBase                                    | 3         |                                       | * Career Core Electives (2)              | 6         |
| PHI 2100                             | Logic: Reasoning & Critical Thinking     |           |                                       |                                          | 15        |
|                                      | or                                       |           | <b>Second Year, Spring Semester</b>   |                                          |           |
| ART 2480C                            | Introduction to Computer Imaging         | 3         | COP 2222                              | Advanced Programming with C              | 3         |
|                                      | ** Elective                              | 2         | CIS 2321                              | Data Systems Analysis & Management       | 3         |
|                                      | * Career Core Elective                   | 6         | COP 2700                              | Data Base Programming                    | 3         |
|                                      |                                          |           |                                       | * Career Core Elective                   | 3         |
|                                      |                                          |           |                                       |                                          | 12        |
| <b>Total Credit Hours:</b>           |                                          | <b>60</b> | <b>Total Credit Hours:</b>            |                                          | <b>60</b> |

\*Career Core Electives (select 21 credit hours) must be selected from: ACG 1001, ACG 2450, CGS 1000, MNA 2300, MNA 2345, OST 1100, OST 2722, CGS 1560, CGS 1580, ETD 1320, or any other OST course.

\*\* ELECTIVES (select 5 credit hours) can be selected from: any Business, Computer, Engineering or Office Systems Category.

\*Career Core Electives (select 16-18 credit hours) must be selected from: ACG 1001, CET 2112, CET 2113, CET 2123, CGS 1530, CET 2333, CGS 2466, EET 2355, MAN 2121, ETD 1320.

\*\*Electives (select 3-5 credit hours) may be selected from any Business, Computer, Engineering or Office Systems category.

## CRIMINAL JUSTICE TECHNOLOGY

The Associate in Science degree is designed for the inservice criminal justice employee. This program has a high concentration of criminal justice subjects coupled with basic courses in the Humanities, the Basic Sciences and the Social Sciences. In addition, qualified in-service employees are eligible to receive college credit as electives for their job-related experience.

### Criminal Justice Technology Program *Associate in Science Degree Program Requirements*

| First Year, Fall Semester   |                                      |    | Second Year, Spring Semester                                                                                                                                                                                                         |                                   |    |
|-----------------------------|--------------------------------------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----|
| CJT 2100                    | Criminal Investigation               | 3  | MNA 2345                                                                                                                                                                                                                             | Supervision                       | 3  |
| CCJ 1020                    | Introduction to Criminal Justice     | 3  | CCJ 2230                                                                                                                                                                                                                             | Criminal Procedure and Evidence   | 3  |
| CCJ 2210                    | Criminal Law                         | 3  | POS 2112                                                                                                                                                                                                                             | American State and Local Politics | 3  |
| ENC 1101                    | Composition I                        | 3  | * Electives                                                                                                                                                                                                                          |                                   | 6  |
|                             | * Elective                           | 3  |                                                                                                                                                                                                                                      |                                   | 15 |
|                             |                                      | 15 |                                                                                                                                                                                                                                      |                                   |    |
| First Year, Spring Semester |                                      |    | Total Credit Hours:                                                                                                                                                                                                                  |                                   |    |
| CCJ 1010                    | Introduction to Criminology          | 3  |                                                                                                                                                                                                                                      |                                   | 61 |
| CJT 1110                    | Criminalistics                       | 3  |                                                                                                                                                                                                                                      |                                   |    |
| SPC 1010                    | Fundamentals of Speech Communication | 3  |                                                                                                                                                                                                                                      |                                   |    |
|                             | Sociology Elective                   | 3  |                                                                                                                                                                                                                                      |                                   |    |
|                             | * Elective                           | 3  |                                                                                                                                                                                                                                      |                                   |    |
|                             |                                      | 15 |                                                                                                                                                                                                                                      |                                   |    |
| Second Year, Fall Semester  |                                      |    | * All Criminal Justice courses except CJD 2310 and CJD 2320 are available to all students through the A.A. degree program.                                                                                                           |                                   |    |
| MGF 1113                    | Topics in Finite Mathematics         | 4  | ** All credits derived from an evaluation of life experiences are to be validated through enrollment in SLS 1371 and may be applied to the following electives: MAN 2942, Work Experience/Practicum 2943, Work Experience/Practicum. |                                   |    |
| CCJ 1400                    | Police Organization & Administration | 3  | Any course listed in the General Education plan under the Humanities category.                                                                                                                                                       |                                   |    |
|                             | Humanities Elective                  | 3  | Any course listed in the General Education plan under the Sociology category.                                                                                                                                                        |                                   |    |
|                             | *** Psychology Elective              | 3  | *** Any course listed in the General Education plan under the Psychology category.                                                                                                                                                   |                                   |    |
|                             | * Elective                           | 3  |                                                                                                                                                                                                                                      |                                   |    |
|                             |                                      | 16 |                                                                                                                                                                                                                                      |                                   |    |



## DENTAL HYGIENE ASSOCIATE IN SCIENCE DEGREE

The dental hygiene program prepares the student to practice as a licensed dental hygienist. A graduate of the program is eligible to take the Dental Hygiene National Board, and, upon successful completion of the board, is eligible to take the state boards to obtain a state license.

The program annually recruits a freshman class in the Spring term. The deadline to apply is August 15 of each year. The program is comprised of general education courses, dental hygiene courses and clinical practice. The General Education coursework is acceptable from any accredited college or any Edison Campus. The dental hygiene core courses are offered only on the Lee campus; the clinical practice site(s) will be in Lee County.

The dental hygiene program has limited enrollment due to clinical facilities and accreditation standards. Each applicant must meet specific criteria which are listed in the admission policies. The Criteria for Admission Policies are available through the program office or through the Division of Health and Science.

The program is in the process of becoming accredited by the American Dental Association Commission on Dental Accreditation.

The student must purchase uniforms, an instrument kit, liability insurance, and books. There are fees for tuition, graduation, laboratory, clinic, licenses, and association dues.

### Dental Hygiene Program

#### Spring Term - 1

|           |                                |           |
|-----------|--------------------------------|-----------|
| DEH 1810  | Introduction to Dental Hygiene | 1         |
| DES 1020C | Head/Neck Anatomy              | 3         |
| DEH 1001  | Clinical Procedures            | 1         |
| DEH 1001L | Clinical Procedures Lab        | 1         |
| DEH 1601  | Preventive Dentistry           | 1         |
| CHM 2030  | Chemistry                      | 3         |
| CHM 2030L | Chemistry Lab                  | 2         |
| BSC 1084C | Human Physiology               | 5         |
|           |                                | <u>17</u> |

#### Summer Term - 2

##### Session A

|           |                  |          |
|-----------|------------------|----------|
| MCB 1013  | Microbiology     | 3        |
| MCB 1013L | Microbiology Lab | 2        |
|           |                  | <u>5</u> |

##### Session B

|           |                            |          |
|-----------|----------------------------|----------|
| DEH 1003  | Dental Hygiene I           | 2        |
| DEH 1003L | Dental Hygiene Preclinical | 1        |
| DES 1200C | Dental Radiology           | 2        |
|           |                            | <u>5</u> |

#### Fall Term - 3

|           |                            |           |
|-----------|----------------------------|-----------|
| DEH 1802  | Dental Hygiene II          | 2         |
| DEH 1802L | Dental Hygiene II Clinical | 1         |
| DEH 1602  | Periodontics               | 2         |
| PSY 2013  | Psychology                 | 3         |
| DEH 1820  | Dental Office Emergencies  | 1         |
| DES 1030  | Oral His./Embry.           | 2         |
| DEH 2530C | Expanded Functions Lab     | 1         |
|           |                            | <u>12</u> |

#### Spring Term - 4

|           |                             |           |
|-----------|-----------------------------|-----------|
| DEH 2804  | Dental Hygiene III          | 2         |
| DEH 2804L | Dental Hygiene III Clinical | 1         |
| DES 2044  | General/Oral Pathology      | 2         |
| DES 1100C | Dental Materials            | 2         |
| HUN 1001  | Nutrition                   | 3         |
| DES 2050  | Pharmacology                | 2         |
|           |                             | <u>12</u> |

#### Summer Term - 5

##### Session A

|          |         |          |
|----------|---------|----------|
| ENC 1101 | English | 3        |
| SPC 1010 | Speech  | 3        |
|          |         | <u>6</u> |

##### Session B

|                               |                            |          |
|-------------------------------|----------------------------|----------|
| DEH 2806                      | Dental Hygiene IV          | 2        |
| DEH 2806L                     | Dental Hygiene IV Clinical | 1        |
| Math Elective (college level) |                            | 3        |
|                               |                            | <u>6</u> |

#### Fall Term - 6

|           |                           |           |
|-----------|---------------------------|-----------|
| DEH 2808  | Dental Hygiene V          | 2         |
| DEH 2808L | Dental Hygiene V Clinical | 2         |
| DEH 2908  | Seminar                   | 3         |
| SYG 1000  | Sociology                 | 3         |
| DEH 2702  | Comm. Dental Health       | 2         |
|           |                           | <u>12</u> |

**Total Credit Hours:** 75

## ELECTRONICS ENGINEERING TECHNOLOGY

The Electronics Engineering Technology Program provides students with the opportunity to acquire skills and knowledge in the theory and application of electronics technology. Electronic circuit design, current analysis, and printed circuit board design and fabrication are offered to the electronics student. The curriculum includes training in the classroom and laboratory on the training equipment utilizing semi-conductors, integrated circuits, programmable controllers, data communications, and computer controlled robots and mills.

### Electronics Engineering Technology Program Associate in Science Degree Program Requirements

#### First Year, Fall Semester

|          |                                |           |
|----------|--------------------------------|-----------|
| EET 1035 | Fundamentals of DC/AC Circuits | 3         |
| ENC 1101 | Composition I                  | 3         |
| MAC 1102 | Algebra                        | 3         |
| ETD 1320 | Computer-Aided Drafting        | 3         |
| COP 1220 | Beginning "C" Programming      | 3         |
|          |                                | <u>15</u> |

#### First Year, Spring Term

|          |                                             |           |
|----------|---------------------------------------------|-----------|
| EET 2135 | Solid State Electronic Devices              | 3         |
| EET 2326 | Fundamentals of Communications Systems      | 3         |
| ENC 1102 | Composition II (Technical Writing Emphasis) | 3         |
| INP      | Human Relations in Business and Industry    | 3         |
|          |                                             | <u>12</u> |

#### Second Year, Fall Semester

|          |                                       |           |
|----------|---------------------------------------|-----------|
| EET 2155 | Linear Integrated Circuits            | 3         |
| CET 2112 | Digital Fundamentals                  | 3         |
| SPC 1010 | Fundamentals of Speech Communications | 3         |
| *        | Electives (one Humanities)            | 6         |
|          |                                       | <u>15</u> |

#### Second Year, Spring Semester

|          |                             |           |
|----------|-----------------------------|-----------|
| EET 2355 | Digital Data Communications | 3         |
| CET 2123 | Microprocessor Fundamentals | 3         |
| *        | Electives                   | 2         |
| CGS 1530 | Microcomputer Skills        | 4         |
| CET 2113 | Digital II                  | 3         |
|          |                             | <u>15</u> |

**Total Credit Hours: 60**

\* Electives recommended for this program are five hours of Engineering Technology, Sciences, and/or Mathematics, Humanities, Social Sciences and/or EET 2930.

## EMERGENCY MEDICAL SERVICES TECHNOLOGY

To be eligible to sit for the Florida EMT exam, students must successfully complete EMS 2159, the Fundamentals of Emergency Medical Care. To be eligible to sit for the Florida Paramedic exam, students must be currently certified as a Florida EMT, and successfully complete EMS 2241 through EMS 2458.

Students may obtain an Associate of Science Degree in Emergency Medical Services Technology. General Education requirements may be completed concurrently with career core requirements, or following successful Florida paramedic certification.

Purchase of a lab coat and professional liability insurance is required. Students must also provide transportation to clinical and field experiences.

### Emergency Medical Services Technology Program Associate in Science Degree Program Requirements

#### First Year, Fall Semester

|           |                                        |           |
|-----------|----------------------------------------|-----------|
| EMS 2159C | Fundamentals of Emergency Medical Care | 5         |
| ENC 1101  | Composition I                          | 3         |
| BSC 1084C | Human Physiology & Lab                 | 5         |
| MAC 1102  | Algebra                                | 3         |
|           |                                        | <u>16</u> |

#### First Year, Spring Semester

|           |                                      |           |
|-----------|--------------------------------------|-----------|
| EMS 2241C | *Paramedic Divisions 1-2             | 4         |
| EMS 2242C | Paramedic Divisions 3-4              | 4         |
| MCB 1013  | Microbiology                         | 5         |
| SPC 1010  | Fundamentals of Speech Communication | 3         |
|           |                                      | <u>16</u> |

#### First Year, Summer A Semester

|          |                     |   |
|----------|---------------------|---|
| EMS 2458 | Paramedic Practicum | 2 |
|----------|---------------------|---|

#### Second Year, Fall Semester

|           |                                           |           |
|-----------|-------------------------------------------|-----------|
| EMS 2243C | Paramedic Division 5                      | 6         |
| EMS 2244C | Paramedic Division 6                      | 4         |
| CHM 2030  | Introduction to College Chemistry I & Lab | 5         |
|           | Sociology Elective                        | 3         |
|           |                                           | <u>18</u> |

#### Second Year, Spring Semester

|           |                      |           |
|-----------|----------------------|-----------|
| EMS 2254C | Paramedic Division 7 | 4         |
| PSY 2013  | General Psychology I | 3         |
|           | Humanities Elective  | 3         |
| **        | Electives            | 6         |
|           |                      | <u>16</u> |

**Total Credit Hours: 68**

\* Admission Requirements for EMS 2241C - 2458:

1. Evidence of current Florida EMT certification
2. Completion of BSC 1084C with an average grade of "C" or better
3. A grade point average (GPA) of 2.0 or better

\*\* Electives may be selected from BCH 2020, BSC 1010, MAN 2340, ENC 1102, SPN 1000, POS 2112, DEP 2004, or INP 2301

Any course listed in the General Education Plan under the Humanities category

Any course listed in the General Education Plan under the Sociology category

## DRAFTING AND DESIGN TECHNOLOGY

The Drafting and Design Technology Program has been planned to give students the necessary training and background for careers of a technical nature. The courses are designed to qualify students, through specialized and intensive instruction, for many technical positions.

Three program options are available. The programs are designed both for those who would like to enter careers in Engineering Technology, and for those currently employed who are interested in expanding their career opportunities. The Engineering Technology courses are designed to fit into the work schedule of employed students. Full-time students can complete the program in two (2) years. Part-time students can expect to complete their program of interest within three to four years from initial enrollment.

### Civil Engineering Emphasis

#### *Associate in Science Degree Program Requirements*

##### First Year, Fall Semester

|           |                                     |    |
|-----------|-------------------------------------|----|
| EGS 1001  | Introduction to Engineering         | 3  |
| MAC 1102  | Algebra                             | 3  |
| ENC 1101  | Composition I                       | 3  |
| ETD 1103C | Engineering Graphics I with Autocad | 4  |
| SUR 1100C | Surveying                           | 4  |
|           |                                     | 17 |

##### First Year, Spring Semester

|          |                                             |    |
|----------|---------------------------------------------|----|
| ETD 1220 | Engineering Graphics II                     | 4  |
| ETD 1541 | Topographical Drawing                       | 4  |
| ENC 1102 | Composition II (Technical Writing Emphasis) | 3  |
| MAC 1140 | Pre-Calculus Algebra                        | 3  |
|          | * Elective                                  | 3  |
|          |                                             | 17 |

##### Second Year, Fall Semester

|          |                                       |       |
|----------|---------------------------------------|-------|
| ETD 1320 | Computer-Aided Drafting               | 3     |
| GLY 1010 | Physical Geology / Lab                | 5     |
| SPC 1010 | Fundamentals of Speech Communications | 3     |
|          | *** Humanities Elective               | 3     |
|          | ** Engineering Elective               | 4/6   |
|          |                                       | 18/20 |

##### Second Year, Spring Semester

|          |                                                |       |
|----------|------------------------------------------------|-------|
| MAC 1114 | Trigonometry                                   | 3     |
|          | *** Social Science/Behavioral Science Elective | 3     |
|          | ** Engineering Elective                        | 4/3   |
|          | * Elective                                     | 3     |
|          |                                                | 13/12 |

**Total Credit Hours:** 63/64

\* Elective (6) may be selected from any Business, Computer or Engineering Category.

\*\* Engineering Elective (8/9) may be selected from: BCN 2220, CGS 1530, ETD 1100, ETD 1530, ETD 1538, ETD 2350, MTB 1323, SUR 2140C.

\*\*\* Social/Behavioral Science Elective (3) and Humanities Elective (3) may be selected from any course listed in the General Education plan under the Social Science category or Humanities category.

### Land Surveying Emphasis

#### *Associate in Science Degree Program Requirements*

##### First Year, Fall Semester

|           |                                     |    |
|-----------|-------------------------------------|----|
| EGS 1001  | Introduction to Engineering         | 3  |
| MAC 1102  | Algebra                             | 3  |
| ENC 1101  | Composition I                       | 3  |
| ETD 1103C | Engineering Graphics I with AutoCad | 4  |
| SUR 1100C | Surveying                           | 4  |
|           |                                     | 17 |

##### First Year, Spring Semester

|           |                                             |    |
|-----------|---------------------------------------------|----|
| ETD 1220  | Engineering Graphics II                     | 4  |
| SUR 2140C | Advanced Surveying                          | 4  |
| ENC 1102  | Composition II (Technical Writing Emphasis) | 3  |
| MAC 1140  | Pre-Calculus Algebra                        | 3  |
|           | * Elective                                  | 3  |
|           |                                             | 17 |

##### Second Year, Fall Semester

|          |                                      |       |
|----------|--------------------------------------|-------|
| ETD 1320 | Computer-Aided Drafting              | 3     |
| AST 2005 | Astronomy I                          | 3     |
| SPC 1010 | Fundamentals of Speech Communication | 3     |
|          | *** Humanities Elective              | 3     |
|          | ** Engineering Elective              | 4/6   |
|          |                                      | 16/18 |

##### Second Year, Spring Semester

|          |                                        |       |
|----------|----------------------------------------|-------|
| MAC 1114 | Trigonometry                           | 3     |
|          | *** Social/Behavioral Science Elective | 3     |
|          | ** Engineering Elective                | 3/4   |
|          | * Elective                             | 3     |
|          |                                        | 13/12 |

**Total Credit Hours:** 63/64

\* Elective (6) may be selected from any Business, Computer or Engineering Category.

\*\* Engineering Elective (8/9) may be selected from: BCN 2220, CGS 1530, ETD 1100, ETD 1530, ETD 1538, ETD 2350, MTB 1323, ETD 1541.

\*\*\* Social/Behavioral Science Elective (3) and Humanities Elective (3) may be selected from any course listed in the General Education plan under the Social Science category or Humanities category.



**CAD Emphasis**  
*Associate in Science Degree Program Requirements*

**First Year, Fall Semester**

|           |                               |           |
|-----------|-------------------------------|-----------|
| EGS 1001  | Introduction to Engineering   | 3         |
| MAC 1140  | Pre-Algebra                   | 3         |
| ENC 1101  | Composition I                 | 3         |
| ETD 1100  | Engineering Graphics (Manual) | 4         |
| ART 1201C | Basic Design                  | 3         |
|           |                               | <u>16</u> |

**First Year, Spring Semester**

|          |                                             |           |
|----------|---------------------------------------------|-----------|
| ETD 1220 | Engineering Graphics II (Manual)            | 4         |
| ETD 1320 | Computer-Aided Drafting                     | 3         |
| ENC 1102 | Composition II (Technical Writing Emphasis) | 3         |
| MAC 1114 | Trigonometry                                | 3         |
|          | * Elective                                  | 3         |
|          |                                             | <u>16</u> |

**First Year, Summer A**

|          |                         |          |
|----------|-------------------------|----------|
| ISC 1001 | Frontiers of Science    |          |
|          | or                      |          |
| ISC 1002 | Frontiers of Science II | 4        |
|          |                         | <u>4</u> |

**First Year, Summer B**

|          |                        |          |
|----------|------------------------|----------|
| SPC 1010 | Fundamentals of Speech | 3        |
|          |                        | <u>3</u> |

**Second Year, Fall Semester**

|          |                                      |           |
|----------|--------------------------------------|-----------|
| ETD 1538 | AutoCad for Residential Architecture | 4         |
| ETD 2350 | Advanced Computer-Aided Drafting     | 3         |
| CGS 1530 | Microcomputer Skills                 | 4         |
|          |                                      | <u>11</u> |

**Second Year, Spring Semester**

|           |                                        |           |
|-----------|----------------------------------------|-----------|
| ETD 1103C | Engineering Graphics with AutoCad      | 4         |
| BCN 2220  | Construction Procedures                | 4         |
|           | *** Social/Behavioral Science Elective | 3         |
|           | ** Engineering Elective                | 4         |
|           |                                        | <u>15</u> |

**Total Credit Hours: 65**

\* Elective (6) may be selected from any Business, Computer or Engineering Category.

\*\* Engineering Elective (8) may be selected from: ETD 1530, ETD 1541, ETD 2821, SUR 1100, SUR 2140C, MAC 1140.

\*\*\* Social/Behavioral Science Elective (3) and Humanities Elective (3) may be selected from any course listed in the General Education plan under the Social Science category or Humanities category.

## FIRE SCIENCE TECHNOLOGY

The Associate in Science degree program in Fire Science Technology provides educational opportunities for all fire service personnel. Students gain the knowledge and experience needed to work in the growing and challenging fire service. Professional development is a combination of training and education and enables students to put theory into practice over a period of time.

The program is designed both for those who would like to enter careers in fire service, and for those currently employed who are interested in expanding their career opportunities. Career openings are expanding, salaries and benefits are improving and as with other fields, the opportunities are greater for those who have taken advantage of professional development programs.

Fire service is a growing community service and there is a need for professionally trained officers to lead this important public protection. Opportunities are available for industrial management personnel to improve competencies in fire protection in the industrial setting.

The fire science technology courses are designed to fit into the work schedule of employed fire service personnel. Because most students attend as part-time students, the program generally requires three to four years to complete. A full-time student, however, can complete the program in two years.

Students seeking experiential learning credit for application to the A.S. Degree in Fire Science Technology must enroll in SLS 1371 Portfolio Development in consultation with the Fire Science Coordinator.

| Fire Science Technology Program<br>Fire Officer Option<br><i>Associate in Science Degree Program Requirements</i> |                                                |       | Fire Science Technology Program<br>Fire Inspector I Option<br><i>Associate in Science Degree Program Requirements</i> |                                                               |       |
|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-------|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-------|
| <b>First Year, Fall Semester</b>                                                                                  |                                                |       | <b>First Year, Fall Semester</b>                                                                                      |                                                               |       |
| FFP 2200                                                                                                          | * Fire Prevention and Inspection               | 3     | FFP 2200                                                                                                              | * Fire Prevention and Inspection                              | 3     |
| FFP 2500                                                                                                          | * Fire Administration: Hazardous Materials I   | 3     | FFP 2300                                                                                                              | * Fire Codes                                                  | 3     |
| FFP 2620                                                                                                          | * Fire Protective Systems                      | 3     | FFP 2620                                                                                                              | * Fire Protective Systems                                     | 3     |
| ENC 1101                                                                                                          | Composition I                                  | 3     | ENC 1101                                                                                                              | Composition I                                                 | 3     |
|                                                                                                                   | Elective                                       | 3     |                                                                                                                       | * Elective                                                    | 3     |
|                                                                                                                   |                                                | 15    |                                                                                                                       |                                                               | 15    |
| <b>First Year, Spring Semester</b>                                                                                |                                                |       | <b>First Year, Spring Semester</b>                                                                                    |                                                               |       |
| FFP 2410                                                                                                          | * Fire Fighting Tactics and Strategy I         | 3     | FFP 2326                                                                                                              | * Blueprint Reading and Plans Examination for Fire Protection | 3     |
| FFP 2501                                                                                                          | * Fire Administration: Hazardous Materials II  | 3     | FFP 2420                                                                                                              | Fire Fighting Tactics and Strategy II                         | 3     |
| ENC 1102                                                                                                          | Composition II (Technical Writing Emphasis)    | 3     | ENC 1102                                                                                                              | Composition II (Technical Writing Emphasis)                   | 3     |
| INP 2301                                                                                                          | Human Relations in Business and Industry       | 3     | INP 2301                                                                                                              | Human Relations in Business & Industry                        | 3     |
|                                                                                                                   | ** Elective (Fire Science)                     | 3     |                                                                                                                       | ** Elective (Fire Science)                                    | 4     |
|                                                                                                                   |                                                | 15    |                                                                                                                       |                                                               | 16    |
| <b>First Year, Summer A Semester</b>                                                                              |                                                |       | <b>Second Year, Fall Semester</b>                                                                                     |                                                               |       |
| FFP 1130                                                                                                          | * Fire Administration: Fire Company Leadership | 3     | FFP 2320                                                                                                              | * Fire Protection and Preservation in Building Construction   | 3     |
| FFP 2150                                                                                                          | * Fire Service Instructor                      | 3     | EMS 2159C                                                                                                             | Fundamentals of Emergency Medical Care                        | 3     |
|                                                                                                                   |                                                | 6     |                                                                                                                       | Sociology Elective                                            | 3     |
| <b>Second Year, Fall Semester</b>                                                                                 |                                                |       | ISC 1101                                                                                                              | Frontiers of Science I & Lab                                  | 4     |
| EMS 2159C                                                                                                         | Fundamentals of Emergency Medical Care         | 3     |                                                                                                                       | or                                                            |       |
|                                                                                                                   | Sociology Elective                             | 3     | CHM 2030                                                                                                              | Introduction to College Chemistry I & Lab                     | 5     |
| ISC 1101                                                                                                          | Frontiers of Science I & Lab                   | 4     |                                                                                                                       |                                                               | 13/14 |
|                                                                                                                   | or                                             |       | <b>Second Year, Spring Semester</b>                                                                                   |                                                               |       |
| CHM 2030                                                                                                          | Introduction to College Chemistry I & Lab      | 5     | PSY 2013                                                                                                              | General Psychology I                                          | 3     |
|                                                                                                                   |                                                | 10/11 |                                                                                                                       | Humanities Elective                                           | 3     |
| <b>Second Year, Spring Semester</b>                                                                               |                                                |       | MGF 1113                                                                                                              | Topics in Finite Mathematics                                  | 4     |
| PSY 2013                                                                                                          | General Psychology I                           | 3     | POS 2041                                                                                                              | American National Government                                  | 3     |
|                                                                                                                   | Humanities Elective                            | 3     |                                                                                                                       | or                                                            |       |
| MGF 1113                                                                                                          | Topics in Finite Mathematics                   | 4     | POS 2112                                                                                                              | American State and Local Politics                             | 3     |
| POS 2041                                                                                                          | American National Government                   | 3     |                                                                                                                       | ** Elective (Fire Science)                                    | 3     |
|                                                                                                                   | or                                             |       |                                                                                                                       |                                                               | 16    |
| POS 2112                                                                                                          | American State and Local Politics              | 3     | <b>Total Credit Hours:</b>                                                                                            |                                                               |       |
|                                                                                                                   | ** Elective (Fire Science)                     | 3     |                                                                                                                       |                                                               | 60/61 |
|                                                                                                                   |                                                | 16    |                                                                                                                       |                                                               |       |
| <b>Total Credit Hours:</b>                                                                                        |                                                |       |                                                                                                                       |                                                               |       |
|                                                                                                                   |                                                | 62    |                                                                                                                       |                                                               |       |

\* Meets Florida requirements for Fire Officer I

\*\* Fire Science electives are FFP 1100, FFP 1110, FFP 2240, FFP 2520, FFP 2600

Any course listed in the General Education Plan under the Sociology category

Any course listed in the General Education Plan under the Humanities category

\* Meets Florida requirements for Fire Inspector

\*\* Fire Science electives are FFP 1100, FFP 1110, FFP 2240, FFP 2520, FFP 2600

Any course listed in the General Education Plan under the Humanities category

Any course listed in the General Education Plan under the Sociology category

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**HOSPITALITY MANAGEMENT**

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The Hospitality Management Program has been planned to train students for a variety of positions in the hospitality industry.

The program covers the basic sociological, psychological, and managerial principles which are used in the hospitality industry. In addition, students are introduced to specialized instruction in many peripheral areas, such as food and beverage, sanitation, data processing, front office, law, sales, etc.

**Hospitality Management Program**  
*Associate of Science Degree Program Requirements*

**First Year, Fall Semester**

|          |                                           |          |
|----------|-------------------------------------------|----------|
| HFT 1000 | Introduction to Hospitality Management    | 3        |
| HFT 1210 | Human Relations & Supervisory Development | 3        |
| HFT 2410 | Front Office Procedures                   | 3        |
| CGS 1530 | Microcomputer Skills                      | 4        |
| ACG 1001 | Accounting I                              | 3        |
|          |                                           | <hr/> 16 |

**First Year, Spring Semester**

|          |                                      |          |
|----------|--------------------------------------|----------|
| HFT 2313 | Property Management                  | 3        |
| HFT 2600 | Hotel/Motel Law                      | 3        |
|          | * Elective                           | 3        |
| SPC 1010 | Fundamentals of Speech Communication | 3        |
| MNA 2345 | Supervision                          | 3        |
|          |                                      | <hr/> 15 |

**Second Year, Fall Semester**

|          |                                      |          |
|----------|--------------------------------------|----------|
| HFT 2291 | Work Experience I                    | 3        |
| HFT 2463 | Hospitality Managerial Accounting    | 3        |
| FSS 2251 | Food & Beverage Management & Service | 3        |
| MAN 2021 | Management Principles                | 3        |
| ENC 1101 | English Composition I                | 3        |
|          | * Elective                           | 3        |
|          |                                      | <hr/> 18 |

**Second Year, Spring Semester**

|          |                                        |          |
|----------|----------------------------------------|----------|
| HFT 2292 | Work Experience II                     | 3        |
| HFT 2501 | Hospitality Sales Promotion            | 3        |
| INP 2301 | Human Relations in Business & Industry | 3        |
| MGF 1113 | Topics in Finite Mathematics           | 4        |
|          | Humanities Elective                    | 3        |
|          |                                        | <hr/> 16 |

**Total Credit Hours:** 

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65

Any course listed in the General Education plan under the Humanities category

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**LEGAL ASSISTING**

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The program in Legal Assisting is designed for students seeking a career in a law-related field as a paraprofessional. Upon successful completion of the program, graduates will be specialists who can manage law office operations, assume certain routine duties of attorneys and directly assist attorneys in handling legal problems. Other roles may include legal research, design and development of new procedures, and interpretation and analysis of documents.

**Legal Assisting Program**  
*Associate of Science Degree Program Requirements*

**First Year, Fall Semester**

|          |                                   |          |
|----------|-----------------------------------|----------|
| PLA 1003 | Introduction to Legal Assisting   | 3        |
| POS 2041 | American National Government      | 3        |
|          | or                                |          |
| POS 2112 | American State and Local Politics | 3        |
| BUL 2241 | Business Law I                    | 3        |
| ENC 1101 | Composition I                     | 3        |
| MGF 1113 | Topics in Finite Mathematics      | 4        |
|          |                                   | <hr/> 16 |

**First Year, Spring Semester**

|          |                                             |          |
|----------|---------------------------------------------|----------|
| PLA 2273 | Torts and Litigation                        | 3        |
| PLA 2803 | Family Law                                  | 3        |
| CGS 1530 | Microcomputer Skills                        | 4        |
| BUL 2242 | Business Law II                             | 3        |
| ENC 1102 | Composition II (Technical Writing Emphasis) | 3        |
|          | * Elective                                  | 3        |
|          |                                             | <hr/> 19 |

**Second Year, Fall Semester**

|          |                                                |          |
|----------|------------------------------------------------|----------|
| PLA 2504 | Real Estate Law and Property                   | 3        |
| PLA 1103 | Legal Research and Writing I                   | 3        |
| CCJ 2210 | Criminal Law                                   | 3        |
| SPC 1010 | Fundamentals of Speech Communication           | 3        |
| PLA 2223 | Federal Rules of Criminal and Civil Procedures | 3        |
|          |                                                | <hr/> 15 |

**Second Year, Spring Semester**

|          |                                              |          |
|----------|----------------------------------------------|----------|
| PLA 2114 | Legal Research and Writing II                | 3        |
| PLA 2433 | Business Organization & Government Relations | 3        |
| PLA 2603 | Wills, Trusts, and Probate                   | 3        |
|          | * Electives                                  | 6        |
|          |                                              | <hr/> 15 |

**Total Credit Hours:** 

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65

\*Electives chosen from: MAN 2021, FIN 2100, CCJ 1020, CCJ 2230, OST 2120, CGS 1530, INP 2301, MAN 2942, MAN 2943, PLA 2763

## NURSING (ASSOCIATE DEGREE)

The Associate in Science Degree in Nursing prepares the student to take the licensure examination ( NCLEX-RN) administered by the State Board of Nursing for Florida, and, upon successful completion of the examination, be licensed as a Registered Nurse in the State of Florida.

The philosophy of the Associate Degree program is that:

- (1) graduates are prepared to perform those nursing functions which require technical skill and the exercise of independent judgment;
- (2) graduates will be prepared to give health care to individuals and groups in hospitals, clinics, and communities; and
- (3) graduates with a desire to continue their education can use this degree as a beginning in their nursing academic advancement.

The nursing program has limited enrollment. Each nursing applicant must meet the application criteria. The selection process has been established by the Department of Nursing and the Nursing Advisory Committee. Applicants with the best qualifications will be invited to join the nursing program.

The ADN program is comprised of general education courses as well as clinical nursing courses. The curriculum incorporates classroom instruction, laboratory simulation, and clinical practice. Area health facilities are utilized, including various clinics and nursing homes. Two possibilities for program completion are: the Generic Track or the LPN to RN sequence. Students are admitted to the generic program on the Lee campus once a year in the fall semester. Students are admitted to the LPN to RN sequence on the Lee, Collier and Charlotte campus in the fall semester.

The Nursing program is a limited access program. The criteria for admission are available through the program office or through the Health / Science Division.

### LICENSURE REQUIREMENTS

If an applicant has been convicted, had any adjudication withheld, or has any criminal charges pending other than a minor traffic violation, the applicant must make arrangements with the Florida Board of Nursing for permission to take the licensure examination upon completion of the program.

Fees and a physical exam are required by the Florida Board of Nursing for the Licensure Examination.

### ADMISSION/ACADEMIC STANDARDS

A student must earn a minimum grade of "C" or above in all general education courses required in the Nursing Program. Any course with a grade of "D" or below must be repeated and will not count towards admission.

## Requirements for The Generic Associate Degree R.N. Program All nursing courses must be taken in sequence

### Prerequisite Semester

|            |                            |         |
|------------|----------------------------|---------|
| BSC 1085 * | Anatomy & Physiology & Lab | 4       |
| MAC 1102 * | Algebra (or higher)        | 3       |
|            |                            | <hr/> 7 |

### First Year, Fall Semester

|            |                                   |          |
|------------|-----------------------------------|----------|
| NUR 1010   | Introduction to Nursing           | 3        |
| NUR 1143   | Basic Pharmacological Concepts    | 2        |
| NUR 1022   | Fundamentals of Nursing           | 4        |
| NUR 1024L  | Fundamentals of Nursing Practicum | 1        |
| BSC 1086 * | Anatomy and Physiology II & Lab   | 4        |
| ENC 1101   | English Composition               | 3        |
|            |                                   | <hr/> 17 |

### First Year, Spring Semester

|           |                                    |          |
|-----------|------------------------------------|----------|
| NUR 1210  | Medical-Surgical Nursing I         | 6        |
| NUR 1240L | Medical-Surgical Nursing Practicum | 1        |
| HUN 1001  | *Nutrition                         | 3        |
| DEP 2004  | *Human Growth and Development      | 3        |
| PSY 2013  | *General Psychology I              | 3        |
|           |                                    | <hr/> 16 |

### First Year, Summer A

|           |                                   |         |
|-----------|-----------------------------------|---------|
| NUR 2423C | Maternity Nursing                 | 4       |
|           | or                                |         |
| NUR 2520  | Mental Health Nursing             |         |
| CHM 2030  | Introduction to Chemistry I & Lab | 5       |
|           |                                   | <hr/> 9 |

### First Year, Summer B

|          |                                           |         |
|----------|-------------------------------------------|---------|
| MCB 1013 | Microbiology                              | 5       |
| HUM      | Any HUM prefix course (writing intensive) | 3       |
|          |                                           | <hr/> 8 |

### Second Year, Fall Semester

|          |                                          |         |
|----------|------------------------------------------|---------|
| NUR 2311 | Nursing of Children                      | 4       |
|          | or                                       |         |
| NUR 2211 | Medical-Surgical Nursing II (Late start) |         |
| NUR 2423 | Maternity Nursing                        |         |
|          | or                                       |         |
| NUR 2520 | Mental Health Nursing                    | 4       |
|          |                                          | <hr/> 8 |

### Second Year, Spring Semester

|          |                                          |          |
|----------|------------------------------------------|----------|
| NUR 2311 | Nursing of Children                      | 4        |
|          | or                                       |          |
| NUR 2211 | Medical-Surgical Nursing II (Late Start) |          |
| NUR 2810 | Transitional Nursing                     | 6        |
|          |                                          | <hr/> 10 |

**Total Credit Hours:** 

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75

\* These courses must be successfully completed before a student can progress to the second year Nursing courses.

**Requirements for  
The LPN to RN Sequence**  
All nursing courses must be taken in sequence

**Prerequisites**

|          |                                    |           |
|----------|------------------------------------|-----------|
| BSC 1085 | Anatomy and Physiology I & Lab     | 4         |
| BSC 1086 | Anatomy and Physiology II & Lab    | 4         |
| ENC 1101 | Composition I 3 HUN 1001 Nutrition | 3         |
| PSY 2013 | General Psychology I               | 3         |
| DEP 2004 | Human Growth and Development       | 3         |
| MAC 1102 | Algebra (or higher)                | 3         |
|          |                                    | <u>23</u> |

**First Year, Fall Semester**

|          |                                       |          |
|----------|---------------------------------------|----------|
| NUR 1204 | Transitional Nursing Concepts         | 2        |
| HUM Any  | HUM prefix course (writing intensive) | 3        |
|          |                                       | <u>5</u> |

\* Required on Lee Campus only

\*\* Required on Charlotte and Collier Campus only

**First Year, Spring Semester**

|                   |                          |          |
|-------------------|--------------------------|----------|
| NUR 2520C & 2520L | *Mental Health Nursing   | 4        |
| NUR 2311C & 2311L | *Nursing of Children     | 4        |
|                   | or                       |          |
| NUR 2423C & 2423L | **Maternity Nursing      | 4        |
| NUR 2311C & 2311L | *Nursing of Children     | 4        |
|                   | or                       |          |
| NUR 2520C & 2520L | ***Mental Health Nursing | 4        |
| NUR 2311C & 2311L | ***Nursing of Children   | 4        |
|                   |                          | <u>8</u> |

**First Year, Summer A**

|                   |                                 |          |
|-------------------|---------------------------------|----------|
| NUR 2211C & 2211L | * **Medical Nursing II          | 4        |
|                   | or                              |          |
| NUR 2423C & 2423L | *** Maternity Nursing           | 4        |
| CHM 2030          | Introduction to Chemistry & Lab | 5        |
|                   |                                 | <u>9</u> |

**First Year, Summer B**

|          |                    |          |
|----------|--------------------|----------|
| MCB 1013 | Microbiology & Lab | 5        |
|          |                    | <u>5</u> |

**Second Year, Fall Semester**

|                   |                                 |           |
|-------------------|---------------------------------|-----------|
| NUR 2423C & 2423L | * Maternity Nursing             | 4         |
|                   | or                              |           |
| NUR 2520C & 2520L | ** Mental Health Nursing        | 4         |
|                   | or                              |           |
| NUR 2211C & 2211L | *** Medical-Surgical Nursing II | 4         |
|                   | and                             |           |
| NUR 2810C         | Transitional Nursing            | 6         |
|                   |                                 | <u>10</u> |

**Total Credit Hours:** 66

\* Lee Campus only

\*\* Collier Campus Only

\*\*\* Charlotte Campus only

**General Education Requirements:**

General Education Requirements are included in the required above course sequences. Some students prefer to take most or all of their general education courses before entering the nursing sequence. This is recommended by the nursing program especially for students who must work or those who have heavy family obligations.

**NURSING COURSES:**

The Nursing Curriculum is currently under revision. Nursing courses are subject to change.

**RESPIRATORY CARE**

The Respiratory Care program offers students the opportunity to obtain an Associate in Science Degree in Respiratory Care. Upon completion of the program, students will be registry-eligible therapists and will take the National Board of Respiratory Care Examination. Further, the Respiratory Therapist is employed in the practice of respiratory care and has the knowledge and skills necessary to administer respiratory therapy to patients of all ages with varied diseases, and to patients in need of acute and critical care. This program also has special benefits to the economically disadvantaged and minority student. Because of local need, scholarships have been made available by the local hospitals and the American Lung Association.

The program annually recruits a freshman class which begins in the Fall semester. Currently, freshmen are accepted each year in June. The deadline for application to the program is June 1 of each year. Class size is limited by the number of critical care beds of clinical affiliates needed for the training of students.

The Program in Respiratory Care is a limited access program. The Criteria for Admission Policies are available through the program office or through the Division of Health and Sciences. The program in Respiratory Care was initially accredited by the Committee of Allied Health Education and Accreditation in 1986 and re-accredited for five years in 1991.

**Respiratory Care Program**

*Associate of Science Degree Program Requirements*

**First Year, Fall Semester**

|           |                                      |           |
|-----------|--------------------------------------|-----------|
| RET 1024  | Introduction to Cardiopulmonary Tech | 3         |
| MAC 1102  | Algebra                              | 3         |
| CHM 2030  | Introduction to Chemistry & Lab      | 5         |
| BSC 1084C | Human Physiology & Lab               | 5         |
|           |                                      | <u>16</u> |

**First Year, Spring Semester**

|          |                                    |           |
|----------|------------------------------------|-----------|
| ENC 1101 | English Composition I              | 3         |
| PHY 1007 | Physics for Health Sciences        | 3         |
| RET 1821 | Freshman Clinic I                  | 2         |
| RET 1616 | Cardiopulmonary Anatomy/Physiology | 2         |
| PSY 2013 | General Psychology                 | 3         |
|          | Humanities Elective                | 3         |
|          |                                    | <u>16</u> |

**First Year, Summer A Semester**

|          |                                      |          |
|----------|--------------------------------------|----------|
| RET 1402 | Pulmonary Electronic Instrumentation | 2        |
| MCB 1013 | Microbiology & Lab                   | 5        |
|          |                                      | <u>7</u> |

**Second Year, Fall Semester**

|          |                               |           |
|----------|-------------------------------|-----------|
| RET 2874 | Clinic II                     | 4         |
| RET 2234 | Respiratory Care I            | 4         |
| RET 2254 | Respiratory Care Therapeutics | 4         |
|          |                               | <u>12</u> |

**Second Year, Spring Semester**

|           |                                   |           |
|-----------|-----------------------------------|-----------|
| RET 2875  | Clinic III                        | 4         |
| RET 2264  | Respiratory Care II (Ventilation) | 4         |
| RET 2414  | Pulmonary Studies                 | 4         |
| RET 2244  | Hemodynamics                      | 4         |
| RET 2244L | Hemodynamics Lab                  | 0         |
|           |                                   | <u>16</u> |

**Second Year, Summer A Semester**

|          |                                         |          |
|----------|-----------------------------------------|----------|
| RET 2876 | Clinic IV                               | 6        |
| RET 2930 | Respiratory Therapist as a Professional | 2        |
|          |                                         | <u>8</u> |

**Total Credit Hours:** 75

Any course listed in the General Education plan under the Humanities category.

**General Education Requirements:**

General Education Requirements are included in the required above course sequences. Some students prefer to take most or all of their general education courses before entering the Respiratory sequence. This is recommended, especially for students who must work or those who have heavy family obligations.

## RADIOLOGIC TECHNOLOGY

The Radiologic Technology Program offers students the opportunity to obtain an Associate of Science Degree in Radiologic Technology with an emphasis in radiography. Upon completion of the program, students will be registry-eligible radiographers and will be prepared to take the national board examinations given by the American Registry of Radiologic Technologists. The Radiologic Technologist is typically employed by hospitals or outpatient medical facilities to create diagnostic medical images utilizing X-ray, ultrasound, and magnetic resonance imaging equipment.

The Radiologic Technology program is a limited access program. The program annually recruits a freshman class that begins in the Fall. Students are accepted each year on the Lee and Charlotte County campuses. The criteria for admission are available through the Health/Science Division office. Application for initial accreditation was submitted at the program's inception in 1992.

### Radiologic Technology Program Associate of Science Degree Program Requirements

#### First Year, Fall Semester

|           |                                         |       |
|-----------|-----------------------------------------|-------|
| RTE 1000  | Introduction to Radiologic Technology   | 2     |
| RTE 1111  | Patient Care                            | 2     |
| RTE 1503  | Radiographic Positioning I              | 3     |
| RTE 1503L | Radiographic Positioning lab (Clinical) | 1     |
| RTE 1613  | Radiographic Physics                    | 3     |
| BSC 1084C | Human Physiology & Lab                  | 5     |
|           |                                         | <hr/> |
|           |                                         | 16    |

#### First Year, Spring Semester

|          |                                       |       |
|----------|---------------------------------------|-------|
|          | Math Elective                         | 3     |
| ENC 1101 | Composition I                         | 3     |
| RTE 1418 | Principles of Radiographic Exposure I | 3     |
| RTE 1513 | Radiographic Positioning II           | 3     |
| RTE 1804 | Radiography Practicum I               | 2     |
|          |                                       | <hr/> |
|          |                                       | 14    |

#### First Year, Summer A Semester

|          |                                           |       |
|----------|-------------------------------------------|-------|
| RTE 1457 | Principles of Radiographic Exposure II    | 2     |
| RTE 1523 | Radiographic Positioning III              | 3     |
| RTE 1814 | Radiography Practicum II (Spans both A/B) | 2     |
|          |                                           | <hr/> |
|          |                                           | 7     |

#### First Year, Summer B Semester

|          |                                                         |       |
|----------|---------------------------------------------------------|-------|
| PSY 2013 | General Psychology                                      | 3     |
| RTE 2542 | Advanced Positioning                                    | 2     |
| RTE 1814 | Radiography Practicum II<br>(Continued from A Semester) | 0     |
|          |                                                         | <hr/> |
|          |                                                         | 5     |

#### Second Year, Fall Semester

|          |                                            |       |
|----------|--------------------------------------------|-------|
|          | Computer Science Elective                  | 3     |
| RTE 1573 | Radiologic Science Principles              | 3     |
| RTE 2563 | Special Radiographic Proc./Sectional Anat. | 3     |
| RTE 1824 | Radiology Practicum III                    | 2     |
|          |                                            | <hr/> |
|          |                                            | 11    |

#### Second Year, Spring Semester

|          |                                            |       |
|----------|--------------------------------------------|-------|
|          | Humanities Elective                        | 3     |
| RTE 1001 | Radiographic Pathology/Medical Terminology | 3     |
| RTE 2385 | Radiation Biology/Protection               | 2     |
| RTE 2834 | Radiology Practicum IV                     | 2     |
|          |                                            | <hr/> |
|          |                                            | 10    |

#### Second Year, Summer A Semester

|          |                               |       |
|----------|-------------------------------|-------|
| RTE 2473 | Quality Assurance             | 1     |
| RTE 2061 | Radiologic Technology Seminar | 2     |
| RTE 2844 | Radiology Practicum V         | 2     |
|          |                               | <hr/> |
|          |                               | 5     |

#### Second Year, Summer B Semester

|          |                        |   |
|----------|------------------------|---|
| RTE 2854 | Radiology Practicum VI | 3 |
|----------|------------------------|---|

**Total Credit Hours:** 

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71

#### General Education Requirements:

General Education Requirements are included in the course sequence required above. Some students prefer to take most or all of their general education courses before entering the Radiology sequence. This is recommended, especially for student who must work or those who have heavy family obligations.



Any course in the General Educational plan under the Humanities category.

# Certificate Programs

Specific requirements for each college credit postsecondary vocational certificate program of study must be followed. In addition, students must accomplish the following requirements:

1. Apply for the postsecondary vocational certificate at the time of advisement for the final session of expected attendance.
2. Register in the final session for courses not previously completed which are necessary to satisfy certificate requirements.
3. Maintain an overall grade point average of 2.0 ("C").
4. Fulfill all financial obligations to the College and meet all deadlines for application for the certificate.
5. Complete the final fifteen (15) semester hours at Edison.

## Business Data Processing Certificate Program

### First Year, Fall Semester

|          |                                    |           |
|----------|------------------------------------|-----------|
| CGS 1530 | Microcomputer Skills               | 4         |
| CGS 1000 | Data Processing Concepts           | 3         |
| COP 1220 | Introduction to Programming with C | 3         |
| ACG 1001 | Financial Accounting I             | 3         |
| ENC 1101 | Composition I                      | 3         |
|          |                                    | <u>16</u> |

### First Year, Spring Semester

|          |                                 |           |
|----------|---------------------------------|-----------|
| COP 1221 | Intermediate Programming with C | 3         |
| COP 2700 | Data Base Programming           | 3         |
| CET 2333 | Operating Systems               | 3         |
| MTB 1103 | Business Mathematics            | 3         |
| CGS 2540 | DBASE                           | 3         |
| or       |                                 |           |
| CGS 2510 | Lotus 1-2-3                     |           |
| or       |                                 |           |
| OST 2722 | WordPerfect II                  |           |
|          |                                 | <u>15</u> |
|          | <b>Total Credit Hours:</b>      | <b>31</b> |

## Emergency Medical Technology: Paramedic

The EMT: Paramedic Certificate requires the student to hold state licensure as an EMT plus successful completion of the following courses:

|           |                            |           |
|-----------|----------------------------|-----------|
| BSC 1084C | Human Physiology & Lab     | 5         |
| EMS 2241C | Paramedic Divisions 1-2    | 4         |
| EMS 2242C | Paramedic Divisions 3-4    | 4         |
| EMS 2243C | Paramedic Division 5       | 6         |
| EMS 2244C | Paramedic Division 6       | 4         |
| EMS 2291  | Paramedic Practicum        | 2         |
|           | <b>Total Credit Hours:</b> | <b>29</b> |

The student will be awarded a certificate issued by Edison Community College. This will enable the student to sit for the Florida State Paramedic certifying examination.

Purchase of a lab coat and professional liability insurance is required. Students must also provide transportation to clinical and field experiences as required.

The order in which the courses are taken is suggested. Many of these courses may be selected in semesters other than those outlined, as long as prerequisites are met. Please refer to current schedules for actual course offerings.

# Divisions of the College

College credit degree programs are presently supported by three instructional divisions. These in turn are further supported by Learning Resources and Learning Assistance. Each instructional division and support service is located in a different building on the Lee campus and consists of an office which provides a communication center for programs for which it is responsible.

## Division of Business and Technology

This division office is located on the second floor of Hendry Hall. The division is responsible for the delivery of instruction in programs related to business and technology, public services, physical education and wellness. The following programs fall within this division:

- Accounting Technology
- Business Administration and Management
- Citrus Production Technology
- Drafting and Design Technology
- Computer Programming and Applications
- Electronics Engineering Technology
- Hospitality Management
- Legal Assisting
- Physical Education / Wellness
- Public Service
- Criminal Justice Technology
- Emergency Medical Services Technology
- Fire Science Technology

Instructional computer labs used by students and professors are managed by this division.

Faculty members from this division are ready to advise students regarding the program areas above.

## Division of Health and Science

The division office is located on the second floor of the Applied Science building. It consists of four departments:

### Health Technologies

- Cardiovascular Technology
- Dental Hygiene
- Radiologic Technology
- Respiratory Care

### Mathematics

- Mathematics

### Nursing

- Nursing
- LPN Bridge Program

### Science

- Astronomy
- Basic Science
- Biology
- Chemistry
- Geology
- Physics

## Division of Humanities, Communications and Social Science

The division office is located in Humanities Hall.

### Humanities

- Art
- Humanities
- Music
- Philosophy
- Theatre
- Gallery of Fine Art

### Social Science

- Anthropology
- Criminology
- Economics
- Education
- Geography
- History
- Human Services
- Political Science
- Psychology
- Sociology

### Communications

- English
- Foreign Languages
- Journalism
- Literature
- Mass Media
- Speech

## Learning Assistance

The Office of Learning Assistance is on the second floor of Leonhardt Hall.

Learning Assistance provides instructional services to assist in the improvement of essential academic skills. Through elective credit and preparatory credit courses, tutorial service, and counseling, Learning Assistance aids students in becoming more efficient learners. Learning Assistance features the following:

- elective credit courses in Study Skills, Critical Thinking, and in English for Non-Native Speakers;
- an Open Lab setting to facilitate individualized instruction;
- a broad range of materials and approaches to allow for different learning styles;
- professionals and paraprofessionals available to students throughout most day and evening hours;
- tutoring services;
- a learning area equipped with study carrels, audio-visual materials and programmed print materials to facilitate independent study;
- a student-centered, friendly learning environment.

Learning Assistance serves the educational needs of the students through the following:

1. College Preparatory Program
2. SAIL Program (System for Applied Individualized Learning)
3. ESL Program (English as a Second Language)
4. pre-CLAST testing.

# Continuing Education

Continuing Education is a unique dimension of Edison Community College which provides a variety of credit-free programs for all interests and age groups. Understanding that learning is a lifelong experience, Continuing Education provides activities and courses conducted without the pressure of tests, grades or home assignments. These programs provide an informal and inexpensive means for self-improvement. Some programs are offered in the form of workshops, seminars or classes that may vary from one day to several weeks in duration. Career development, activities for children, and topics specifically aimed toward concerns of the elderly are some of the many areas which the Continuing Education Division reaches. For further information regarding teaching or attending these activities or to share ideas for the development of future programs, please contact the Continuing Education Office Staff at 489-9235 or 9236.

**THE INSTITUTE OF MANAGEMENT DEVELOPMENT (IMD)** is the business and industry service center of Edison Community College.

IMD specializes in practice and effective training for owners, managers and employees. Seminars, workshops, courses and conferences are custom-designed and offered on site or as open programs at various sites. Call or write and a representative will come to your office to discuss your needs with no obligation. A consultant/trainer experienced in the area of your training/research need will then be chosen. A proposal will be offered which includes the cost of the total package in an average turnaround time of one month or less after you have made your decision. Before the project begins, the consultant will meet with you to determine the results you expect. These services are available in the five-county area served by Edison Community College.

**THE SMALL BUSINESS DEVELOPMENT CENTER (SBDC)** is a new component of IMD which will provide free management and technical assistance to current and prospective small business owners. It is a joint effort of the U.S. Small Business Administration, the University of South Florida and Edison Community College.

The SBDC helps new and existing small businesses become more productive and profitable by:

- providing practical one-on-one counseling
- developing and offering educational programs and workshops on topics of interest to the small business person

**THE FLORIDA INSTITUTE OF GOVERNMENT** was established in 1981, with its primary purpose being to support research, training and technical assistance which responds to problem solving in state and local government. The Institute is administratively assigned to Florida State University, but currently has seven state universities and nine community colleges as members to the consortium. At Edison Community College, the Institute of Government has

been a part of the Division of Continuing Education since 1984. The Institute is a participant member of the Southwest Florida League of Cities and the Florida City and County Managers Association.

**THE INSTITUTE OF HEALTH PROFESSIONALS** offers relicensure courses for nurses and other Allied Health professionals through the Edison Division of Continuing Education. Continuing Education courses are available to RNs, LPNs, EMTs, Respiratory Care Therapists, Laboratory and Radiological Technologists to help earn contact hours for relicensure. This gives the licensed nurse working in health care agencies, as well as those nurses desiring to keep current in health related issues, short courses at low cost. These courses offer the opportunity for license nurse to earn contact hours for relicensure (Provider Number 27C0388) as required by the Florida State Board of Nursing.

**LIFELONG LEARNING COURSES** are those designed to improve an individual's competencies and/or enhance their quality of life. A minimal fee is usually charged; the courses are open to all adults. They are offered at various community sites and on campus. These courses can be identified in the Continuing Education class brochure by the prefix LLL.

**TELECONFERENCES** are the newest dimension in Edison's Continuing Education capabilities. The Lee County campus has been designated by the Florida State Department of Education as one of 40 receiving sites in the state for the Florida Satellite Network. It allows the college to receive video communications from around the state and the nation. Several rooms on campus are equipped to receive the programs.

**COLLEGE FOR KIDS** programs are designed to inspire, delight and expand young people's potentials and heighten their imaginations. These individual courses are open to youngsters from first grade through ninth grade and will include courses in computers, science, acting, art, sculpture, juggling, magic, and much, much more. Red Cross baby sitting classes will be offered to young teens along with wardrobe and etiquette workshops. Summer offerings will appear in the Summer Schedule of continuing Education classes.

## CONTINUING EDUCATION UNITS

One CEU is defined as 10 contact hours of participation in an organized Continuing Education experience under responsible sponsorships, capable direction, and qualified instruction. CEUs are not academic semester or quarter hour credits. One unit is awarded for each 10 hours of instruction, with decimal units given for portions of that time. Certificates are awarded, permanent college records are maintained and verification of participation can be requested.

# Course Information

## Florida's Statewide Course Numbering System

The course numbers appearing in the catalog are part of a statewide system of prefixes and numbers developed for use by all public postsecondary and participating private institutions in Florida. The list of course prefixes and numbers, along with their generic titles, is referred to as the Statewide Course Numbering System, or "SCNS" taxonomy.

One of the major purposes of this system is to make transferring easier by identifying courses which are equivalent, no matter where they are taught in the state. It should be noted that a receiving institution is not precluded from using non-equivalent courses for satisfying certain requirements. All courses designated as equivalent will carry the same prefix and last three digits.

### First Digit

The first digit of the course number is assigned by the institution, generally to indicate the year it is offered, i.e., 1 indicates freshman year, 2 indicates sophomore year.

### Titles

The title does not affect the equivalency.

Course equivalencies are identified by the same prefix and last three digits.

### Lab Indicators

"L" means either (a) a course, the content of which is entirely laboratory or (b) the laboratory component of the lecture lab sequence in which the lab is offered at a different time/place from the lecture.

"C" means a combined lecture-lab course in which the lab is offered in conjunction with the lecture at the same time/same place.

## Exceptions to the Rule for Equivalencies

State Board of Education Rule 6A-10.024(17), Florida Administrative Code, reads:

"When a student transfers among institutions that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be equivalent to courses offered at the receiving institutions and entered in the course numbering system.

Credit so awarded can be used by transfer students to satisfy requirements in these institutions on the same basis as native students. The exceptions to the general rule for course equivalencies are:

- a) Courses in the 900-999 series, i.e., ART 2905;
- b) Internships, practica, clinicals and study abroad courses;
- c) Performance/studio courses in Art, Dance, Theater and Music;
- d) Skills courses in Criminal Justice;
- e) Graduate courses.

College preparatory (courses) may not be used to meet degree requirements and are not transferable."

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Office of the District Dean of Instruction at Edison Community College or the Florida Department of Education in Tallahassee. Special reports and technical information may be requested by calling (904) 488-6402 or SUNCOM 278-6402.

## Catalog Course Listing

Major discipline headings appear in alphabetical order.

# **COURSE DESCRIPTIONS**

# Course Descriptions

Letters following each course title indicate **credits will transfer (AA)**, or **will not be acceptable toward transfer (AS)**

(\*) Preparatory credit. Does not count toward a degree.

(\*\*) Offered if sufficient demand

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## ACCOUNTING

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### APA 1111 BASIC ACCOUNTING-AA

3 class hours

3 Credits

This course is designed for those who have no previous bookkeeping or accounting training and who wish to become familiar with the basic procedures and concepts of accounting. Students who expect to work in the clerical, technical, professional and secretarial fields will find the course helpful in developing procedural accounting skills and broadening their knowledge of business concepts and terminology.

### ACG 1001 FINANCIAL ACCOUNTING I-AA

Fall, Spring, Summer A, Summer B

3 class hours

3 Credits

Introduction to basic financial accounting principles and their application to current business practices for single proprietorships. Major emphasis is the accounting cycle, current assets and liabilities, merchandising and inventory, non-current assets and payroll.

### ACG 1002 MICROCOMPUTING ACCOUNTING APPLICATIONS - AS

3 class hours

3 Credits

Microcomputing Accounting Applications is a stand-alone, introductory computerized accounting course. The course is intended to provide business students with the basics of accounting while introducing them to an automated accounting system. This course is not a prerequisite to Financial Accounting I, nor is it requisite to the AS degree in Accounting Technology.

### ACG 2011 FINANCIAL ACCOUNTING II -AA

Fall, Spring, Summer A, Summer B

3 class hours

3 Credits

**Prerequisite:** ACG 1001, MAC 1102 or permission of instructor

Continuation of financial accounting principles for partnerships and corporations. Major emphasis on stockholder's equity, long term liabilities, subsidiaries, statement of cash flow, and analysis of financial statements.

### ACG 2071 MANAGERIAL ACCOUNTING-AA

Fall, Spring, Summer A, Summer B

3 class hours

3 Credits

**Prerequisite:** ACG 2011

Introduction to basic managerial accounting principles and their application to current business practices for all forms of business organizations. Emphasis on product costing, responsibility accounting and performance evaluation, budgeting, decision analysis, and just-in-time philosophy.

### ACG 2450 ACCOUNTING APPLICATIONS- AA

Fall

3 class hours

3 Credits

**Prerequisite:** ACG 2071, CGS 1000, or permission of instructor.

The course is designed to give the student an in-depth exposure to the design, functions, and interrelationships of the business application systems from an accounting perspective. Recognizing the increasing use of computers, the course will use as a point of reference, a computerized accounting package and Lotus 1-2-3.

### ACG 2930 SELECTED TOPICS IN ACCOUNTING - AS

3 class hours

3 Credits

**Prerequisite:** Permission of instructor.

This course covers several areas of accounting not covered in other courses. Students would get an overview of such topics as Governmental Accounting, Auditing, and Estate & Trusts. Topics covered in detail include Taxes Related to Payroll, Property, and Sales.

### TAX 2000 FEDERAL TAX ACCOUNTING I - AA

Fall

3 class hours

3 Credits

**Prerequisite:** ACG 1001, or permission of instructor.

The course is designed to enable students to develop a basic understanding of the scope of federal income tax as it applies to individuals, with limited coverage of corporate tax and partnership information returns. Students will be responsible for studying the textbook material, and will be required to complete a term project involving preparation of a comprehensive joint income tax return. The tax law will be covered, on as current a basis as is available, during each semester.

### TAX 2010 FEDERAL TAX ACCOUNTING II - AA, AS

3 class hours

3 Credits

**Prerequisite:** TAX 2000

This course is a continuation of Federal Tax Accounting I (Individual) dealing with Federal taxation of partnerships, corporations, estates, trusts and other selected topics. The course will allow the student to obtain the level of knowledge necessary to pass the Enrolled Agents Examination sponsored by the Internal Revenue Service.

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## ANATOMY & PHYSIOLOGY

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See Science

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## ANTHROPOLOGY

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### ANT 1410 INTRODUCTION TO CULTURAL

#### ANTHROPOLOGY-AA

Fall, Spring

3 class hours

3 Credits

The basic concepts and methods of cultural anthropology are covered. Comparisons between tribal and statal cultures are emphasized to give a total perspective to the explanation of human behavior.

### ANT 1511 INTRODUCTION TO PHYSICAL

#### ANTHROPOLOGY-AA

Spring

3 class hours

3 Credits

This course includes a general introduction to the subdiscipline of physical anthropology. The interrelationships between culture and biology are emphasized when discussing such topics as human evolution, variation, adaptation, and application of physical anthropology.

### ANT 2701 CONTEMPORARY APPLICATIONS OF

#### ANTHROPOLOGY-AA (\*\*)

3 class hours

3 Credits

Current directions in the field of anthropology will be emphasized. The knowledge of anthropology will be used to understand and formulate possible solutions to the problems of human existence. Students planning careers in health, education, social work, government, planning, community work, and social sciences may find this course beneficial.

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## ART

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### ARH 1000 ART APPRECIATION-AA

Fall, Spring

3 class hours

3 Credits

An introductory course for understanding the visual arts. Emphasis is on the analysis of medium and technique, discussion of the social context for art-making, and the recognition of selected art movements. Includes classes in the Gallery of Fine Art and other galleries.

### ARH 1050 HISTORY OF ART I-AA

Fall, Spring

3 class hours

3 Credits

A survey of the visual arts (painting, sculpture, architecture) from prehistoric times to the European Renaissance.

### ARH 1051 HISTORY OF ART II-AA

Fall, spring

3 class hours

3 Credits

A survey of the visual arts (painting, sculpture, architecture) from the European Renaissance to the present.

### ARH 1950 INTRODUCTION TO EUROPEAN ART AND ARCHITECTURE-AA

Summer B

3 class hours

3 Credits

**Prerequisites:** Approval of Instructor; reservation for Edison Humanities Study Tour.

A combination of classroom instruction with a guided tour of European art museums and galleries plus architect-

tural sites. The students will be accompanied by the instructor on this tour, and seminars will be conducted in Europe. While the course is not a detailed survey of historical styles, it will provide the student with an introductory experience to the richness and diversity of European visual arts. A paper is required and a written examination will be given at the end of the tour.

### ART 1201C BASIC DESIGN-AA

Fall, Spring

2 class hours, 3 studio hours

3 Credits

(Instructor not always present for studio hours.)

Fundamental design problems common to the visual arts. Provides a basic foundation in two-dimensional design.

### ART 1300C DRAWING I- AA

Fall, Spring

2 class hours, 3 studio hours

3 Credits

(Instructor not always present for studio hours.)

ART 1300C is a practical inquiry into the processes and potentialities of drawing through the investigation of elements, media, materials and concepts. ART 1301C is a continuation of the experiences encountered in Drawing I with more complex problems and options.

### ART 1301C DRAWING II- AA

Fall, Spring

2 class hours, 3 studio hours

3 Credits

(Instructor not always present for studio hours.)

ART 1301C is a continuation of the experiences encountered in Drawing I with more complex problems and options.

### ART 1701C THREE-DIMENSIONAL DESIGN (SCULPTURE)-AA

Fall, Spring

2 class hours, 3 studio hours

3 Credits

(Instructor-supervised studio hours.)

Introduction to concepts, tools and materials relative to sculptural form and expression.

### ART 2110C CERAMICS I-AA

2 class hours, 3 studio hours

3 Credits

(Instructor-supervised studio hours.)

An introductory course that encompasses the basic ceramics processes, instruction in clay mixing, forming (coil, slab and wheel), glazing, kiln construction and firing.

### ART 2111C CERAMICS II-AA

Fall, Spring

2 class hours, 3 studio hours

3 Credits

**Prerequisite:** ART 2110C or permission of the instructor

A continuing study in designing ceramics objects involving the making of clay, formulating glazes, and loading and unloading kilns. Emphasis will be placed on self-expression using ceramic objects.

### ART 2150C JEWELRY DESIGN I-AA

2 class hours, 3 studio hours

3 Credits

(Instructor-supervised studio hours.)

A beginning course in designing and constructing jewelry forms in metal and other appropriate materials through the techniques of soldering, casting and other means of fabrication.

(\*)—Preparatory credit. Does not count toward a degree.

(\*\*)—Offered if sufficient demand.

**ART 2151C JEWELRY DESIGN II-AA**  
3 class hours, 3 studio hours 3 Credits  
Prerequisite: ART 2150C or permission of the instructor

A continuing study in designing and constructing jewelry forms in metal and other appropriate materials through the techniques of soldering, casting, and other means of fabrication.

**ART 2400C PRINTMAKING I-AA**  
Fall  
2 class hours, 3 studio hours 3 Credits  
(Instructor-supervised studio hours.)  
Prerequisite: ART 1201C, 1300C or instructor permission.

ART 2400C is a beginning course in the execution of multi-original prints, using the techniques, tools and materials of relief, intaglio (engraving and etching), serigraphy (silk screen) and lithography.

**ART 2401C PRINTMAKING II-AA**  
Spring  
2 class hours, 3 studio hours 3 Credits  
(Instructor-supervised studio hours.)  
Prerequisite: ART 2400C or instructor permission.  
ART 2401C is a continuing study in the execution of multi-original prints, using the techniques, tools and materials of lithography and intaglio.

**ART 2480C INTRODUCTION TO COMPUTER IMAGING-AA (\*\*)**  
3 class hours, 2 laboratory hours 3 Credits  
A practical introductory course utilizing the personal computer for the creation of art and graphics. Projects will be produced using the objectives of fundamental visual design concepts and their application through machine-generated graphics technology. Training in the use of graphics terminals, peripherals equipment and imaging software.

**ART 2510C PAINTING I-AA**  
Fall  
2 class hours, 3 studio hours 3 Credits  
Prerequisite: ART 1201C, 1300C or permission of the instructor.

ART 2510C is a studio course in visual problem-solving through experience with materials and concepts common to easel painting.

**ART 2520C PAINTING II-AA**  
Spring  
2 class hours, 3 studio hours 3 Credits  
Prerequisite: ART 2510C or instructor permission.  
ART 2520C is a continuation of Painting I with emphasis on individual experimentation.

**PGY 2401C PHOTOGRAPHY I-AA**  
Fall, Spring  
2 class hours, 3 studio hours 3 Credits  
(Instructor-supervised studio hours.)  
Photography I is an introduction to basic aspects of black and white photography. The camera, lighting, film processing, printing and presentation will be studied. Technical printing as well as the aesthetics of photography will be emphasized.

**PGY 2410C PHOTOGRAPHY II-AA**  
Fall, Spring  
2 class hours, 3 studio hours 3 Credits  
Prerequisite: PGY 2101C or instructor permission.  
A continuation of Photography I. This course will further investigate the black and white process. Exposure, negative development, printing, chemistry, composing and personal expression will be emphasized.

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## ASTRONOMY

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See Science

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## BANKING AND FINANCE

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See Business/Management/Finance

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## BIOLOGY

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See Science

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## BUSINESS/MANAGEMENT/FINANCE

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**BAN 1004 PRINCIPLES OF BANKING-AS**  
3 class hours 3 credits  
This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view the chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the board perspective so necessary for career advancement.

**BAN 1231 COMMERCIAL LENDING-AS**  
3 class hours 3 credits  
This course provides an overview of the commercial lending function. It is targeted to management trainees and junior management, and is divided into four sections: commercial lending overview, the lending process, portfolio management, and regulation and business development. Some specific topics: the commercial loan customer, types of commercial loans, the loan decision process (information gathering, analysis), cost analysis, control and profitability, and the regulatory and legal environment.

**BAN 1006 FUNDAMENTAL BANKING SKILLS-AS**  
3 class hours 3 credits  
A guide to employability skills and basic concepts of the banking industry necessary for success in entry-level banking jobs.

**BAN 1501 MONEY AND BANKING-AS**  
3 class hours 3 credits  
Stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking student to apply knowledge to a particular job. Historical treatment has been kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments and foreign exchange, showing their repercussion of the banking industry in affecting yield curves and the structuring of portfolios.

**BAN 1605 COMMUNICATIONS FOR BANKERS-AS****3 class hours****3 credits**

A course on oral and written communications for bankers. The first half of the course, which concentrates on oral communications, addresses identification and analysis of the message and the respondent, and focuses on personal communications trouble spots. Using cross-evaluation and peer reaction, emphasis is on both the goal of the communication and the reaction of the listener. The second half of the course utilizes a "thought pattern development" approach in addressing the logical organization and writing of letters and reports. Orienting the letter or report to the purpose and recipient is emphasized as a means of getting results from written communications. The course is designed for persons in lower to mid-level management in the banking field, but can be applied by all students.

**BAN 1800 LAW AND BANKING PRINCIPLES-AS****3 class hours****3 credits**

A banker's guide to law and legal issues with special emphasis on the Uniform Commercial Code. Summarizes the law pertaining to contracts, real estate and bankruptcy and the legal implications of consumer lending.

**BAN 1801 LAW AND BANKING APPLICATIONS-AS****3 class hours****3 credits**

An introduction to the law pertaining to secured transactions, letters of credit and bank collection process. Includes material on check losses and a broad range of legal issues related to the processing of checks, as well as collateral, perfection and default. Case histories are used extensively.

**BAN 1802 LAW FOR MORTGAGE LENDING-AS****3 class hours****3 credits**

This course provides a basic introduction to four areas of real estate law - (1) the definition and nature of the real property, (2) the transfer of real estate, (3) land use and regulation, and (4) landlord and tenant law. Special attention is given to law related to financing real estate purchases. Both residential mortgage law and commercial real estate law are included in this course.

**BAN 2114 DEPOSIT OPERATIONS-AS****3 class hours****3 credits**

This course examines the deposit operations of banks in the context of the U.S. payments system. It explores how banks operate relative to their deposit-taking activities and management of deposited funds. Emphasis is on system rather than product or instrument. Also studied is the impact of the external environment on determining why banks operate the way they do. Government rules and regulations and the future of America's payment mechanisms are also covered.

**BAN 2135 BANK ACCOUNTING-AS****3 class hours****3 credits****Prerequisite:** ACG 1001

This course builds on the participants's knowledge of basic accounting principles and teaches the techniques of bank accounting through the analysis of bank financial statements.

**BAN 2210 ANALYZING FINANCIAL STATEMENTS-AS****3 class hours****3 credits****Prerequisite:** ACG 1001

The course is a practical means of discovering how financial data are generated and their limitation; techniques for analyzing the flow of business funds; and methods for selecting and interpreting financial ratios. It also presents analytical tools for predicting and testing assumptions about a firm's future performance.

**BAN 2240 CONSUMER LENDING-AS****3 class hours****3 credits**

The techniques of installment lending are presented concisely. Emphasis is placed on establishing credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation is carefully scrutinized. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.

**BAN 2400 THE TRUST BUSINESS-AS****3 class hours****3 credits**

Provides an overview of the trust department in banks, including how the trust department fits into the overall banking business, the services it provides, and in general, how these services are delivered. The changing role of the trust department is highlighted.

**BAN 2405 TRUST OPERATIONS-AS****3 class hours****3 credits**

The purpose of this course is to discuss the concepts and ideas that comprise the various trust functions and to translate them into workable procedures. The course is divided into three segments. The securities business, which will give a firm grounding in securities investments; trust services, which will focus on the roll of financial institutions in providing trust services; and trust accounting concepts and functions, the procedures used by a trust department to keep track of the cash and assets that move in and out of the accounts each day.

**BAN 2511 MARKETING FOR BANKERS-AS****3 class hours****3 Credits**

This course provides a thorough grounding in basic marketing principles and theory and their practical application to the banking industry.

**BAN 2742 BANK MANAGEMENT-AS****3 class hours****3 credits**

Presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management.

**BAN 2782 BANK INVESTMENTS AND FUNDS MANAGEMENT-AS****3 class hours****3 credits**

The objective of the course is to provide students with a basic knowledge of the investment function of the bank. It is targeted to entry level bank investment staff who want to improve their job performance or promotion potential and to non-investment staff at the supervisory, office-trainee level or above, who want to obtain basic knowledge. Specific topics covered include a discussion of basic investment concepts (risk, liquidity, and yield), the U.S. Treasury Department and federal agency issues, state and local government securities general obligations,

(\*)—Preparatory credit. Does not count toward a degree.

(\*\*)—Offered if sufficient demand.

revenue bonds, money market investments and securities markets. The role of successful investment management in achieving the bank's overall and financial objectives is discussed. The factors that affect and shape bank policy and strategy in a changing economic environment are also included for study.

**BUL 2241 BUSINESS LAW I-AA**

Fall

3 class hours

3 Credits

This course is designed to develop the student's understanding of the law as a social force which directs and guides both business and the consumer. Major emphasis will be law as it pertains to torts, governmental regulation, consumer protection, contracts, sales, warranties, personal property and bailments.

**BUL 2242 BUSINESS LAW II-AA**

Spring

3 class hours

3 Credits

**Prerequisite:** BUL 2241 or permission of instructor.

Legal review, discussion and analysis in law as it relates to commercial paper, secured transactions, insurance, bankruptcy, partnerships, corporations, real property, wills, trusts and other related subjects.

**FIN 2000 PRINCIPLES OF FINANCE-AS**

Fall, Spring

3 class hours

3 Credits

**Prerequisite:** ACG 1001

This course is designed to acquaint the student with the principles of finance as applied to the operations of a profit-seeking (non-bank) firm. Major points of emphasis are measuring needs for, acquiring, and using business funds. Case studies will be used to illustrate the process of financial management.

**FIN 2100 PERSONAL FINANCE-AA**

Fall, Spring

3 class hours

3 Credits

A course designed to acquaint the student with personal and family financial planning. Topics to be covered will include the objectives of personal financial planning, setting up and maintaining records, budgeting, developing and managing income, consumer expenditures, safeguarding resources, investing for retirement, income tax considerations and estate planning.

**GEB 1011 INTRODUCTION TO BUSINESS-AA**

Fall, Spring, Summer A, Summer B

3 class hours

3 Credits

General outline of the nature of business, including ownership, management, and organization. Business operations such as finance and decision-making controls will be emphasized. The legal and regulatory environment in which business operates will be examined.

**MAN 2021 MANAGEMENT PRINCIPLES-AA**

Fall, Spring

3 class hours

3 Credits

Basic management principles and theory, including the history, progress and functions of management. The relation of management principles to operations and the management process in business will be emphasized.

**MAN 2241 ORGANIZATIONAL BEHAVIOR-AS**

Fall, Spring

3 class hours

3 Credits

**Prerequisite:** MAN 2021 or equivalent recommended.

Understanding human processes in formal organizations, utilizing individual and group exercises which stimulate behavioral dynamics of organizations. Content areas include conflict resolution, communication, leadership, planning and control as well as other organizational processes.

**MAN 2800 SMALL BUSINESS MANAGEMENT-AS**

Spring

3 class hours

3 Credits

Small business firms constitute an important part of today's business system. The course focuses on the need for small business firms to anticipate and adjust promptly to significant shifts, customer demands, competitors' actions and public expectations. Emphasis is on improving the quality of small firm management and should contribute to the success of individual firms.

**MAN 2942-2943 WORK EXPERIENCE**

**PRACTICUM-AA (\*\*)**

3 Credits

Directed work experience under cooperative training agreements with businesses in specialized areas. Includes an average of fifteen hours of supervised work experience weekly with a scheduled weekly seminar.

**MAR 2011 MARKETING-AS (\*\*)**

3 class hours

3 Credits

A study of marketing principles and their relationship to product, price, promotion and distribution. The interrelationship between marketing and other business operations of the firm will be included.

**MKA 1511 ADVERTISING AND SALES**

**PROMOTION-AS**

Spring

3 class hours

3 Credits

Reviews all phases of sales promotion including advertising display, direct mail, radio and television. Emphasis placed on creation of the message, selection of media, and the planning, coordinating, controlling, and evaluation of the campaign.

**MKA 2021 SALESMANSHIP-AS**

Fall

3 class hours

3 Credits

Study and analysis of the fundamental concepts of selling and the role of the salesman in today's economy. Current techniques and vital principles of selling are taught. Opinions of sales executives, excerpts from job manuals, and company materials supplement the textbook.

**MNA 2300 PERSONNEL ADMINISTRATION-AS**

Fall

3 class hours

3 Credits

Introduction to personnel administration. Emphasis on staff personnel activities and responsibilities of line management in personnel work.

**MNA 2345 SUPERVISION-AS****Spring****3 class hours****3 Credits**

Designed to aid first-line supervisors in making a smooth transition from expert in a particular task to the role of supervisor who must produce results through the efforts of others. Supervisors must reflect management attitudes and carry out management policies while simultaneously inspiring the group to achieve friendly cooperation and maximum production.

**MTB 1103 BUSINESS MATHEMATICS-AA****Fall, Spring, Summer A****3 class hours****3 Credits****Prerequisite: Testing**

Basic course involves the study of percent calculations used in taxes, insurance, wages, depreciation and retail mathematics. Emphasis will also be placed on simple interest, present value at compound interest, annuities and amortization.

**REE 1040 REAL ESTATE PRINCIPLES AND LAW-AA****Fall, Spring****4 class hours****4 Credits**

First general course in this field. Basic principles and variations pointed out. Overall view of real estate, property rights in real estate, ownership and leasing, property ownership, financing real estate, real estate brokerage and Florida real estate law.

**REE 2041 REAL ESTATE BROKERAGE PRINCIPLES AND PRACTICES-AA****Fall, Spring****4 class hours****4 Credits****Prerequisite: REE 1040 or permission of instructor**

The course is a prerequisite to licensing as a real estate broker in Florida and deals with real estate appraisal, financing, investment and office management. Students are expected to have mastered the mechanics of filling out closing statements prior to registration as a broker. FREC Rules apply.

**REE 2085 POST-LICENSING EDUCATION FOR REAL ESTATE SALESPERSONS-AS****3 class hours****3 Credits****Prerequisite: REE 1040**

This post-licensing course is designed to provide additional education to emphasize the areas of agency, contracts, appraisal, finance and property management.

**REE 2100 INTRODUCTION TO APPRAISING REAL PROPERTY-AS****3 class hours****3 Credits**

This course provides a broad understanding of real property appraisal concepts and teach the technical skill employed in applying these concepts to residential property. Credit may be earned toward fulfillment of professional designation requirements of the Society of Real Estate Appraisers. The course may also be used for fulfillment of recertification credits of the Society of Real Estate Appraisers as Course 101. NOTE: Students seeking certification will pay an additional fee to the Society of Real Estate Appraisers.

**REE 2101 APPLIED RESIDENTIAL PROPERTY VALUATION-AS (\*\*)****3 class hours****3 Credits****Prerequisite: REE 2100**

This course reviews basic residential appraisal techniques while introducing more sophisticated application techniques. The focus is on the preparation of a residential appraisal report through a series of case analyses. Each step of the appraisal process is examined with the student actively participating in gathering the facts and analyzing the information necessary for a final opinion of market value. Credit will also be given toward fulfillment of professional designation requirements of the Society of Real Estate Appraisers as Course 102. The course may also be used for fulfillment of recertification credits subject to the Society requirements. NOTE: Students seeking certification will pay an additional fee to the Society of Real Estate Appraisers.

**REE 2881 POST-LICENSING EDUCATION FOR REAL ESTATE BROKER-BROKERAGE-AS****2 class hours****2 Credits****Prerequisite: REE 2041**

This post-licensing course places emphasis on opening and maintaining a brokerage office, sales management, recruiting and selecting sales associates, advertising and promotion, inventory, government activities, and financing strategies.

**REE 2883 POST-LICENSING EDUCATION FOR REAL ESTATE BROKER: INVESTMENT-AS****2 class hours****2 Credits****Prerequisite: REE 2042**

This post-licensing course focuses on the nature of the real estate market, financing for real estate investments, income taxes and real estate investments, feasibility studies, commercial, industrial and special investments.

**SVL 1001 INTRODUCTION TO SAVINGS ASSOCIATION BUSINESS-AS (\*\*)****3 class hours****3 Credits**

This course introduces students to the modern business world and to the role of savings associations. Savings associations historical development, present day organization, competition and future direction are presented.

**SVL 1101 SAVINGS ASSOCIATION OPERATIONS-AS (\*\*)****3 class hours****3 Credits**

This course examines specialized areas of savings association lending, including large scale mortgage loans, the role of government in home financing, the management of real estate owned and whole loan sales and participation.

**SVL 1111 TELLER OPERATIONS-AS (\*\*)****3 class hours****3 Credits**

This course explains the importance of the teller in creating and maintaining good customer relations; summarizes the requirements for check negotiability and acceptability; identifies the different types of savings account ownership and the requirements for each; describes routine and special transactions handled by tellers; and outlines recommended procedures to follow in the event of fire, robbery or cash shortage.

(\*)—Preparatory credit. Does not count toward a degree.

(\*\*)—Offered if sufficient demand.

**SVL 1113 SAVINGS ACCOUNTS-AS (\*\*)****3 class hours****3 Credits**

The purpose of this course is to enable students to understand the nature of savings accounts, types of savings account ownership, and problems unique to savings accounts. This course is considered to be a key factor in that it gives a thorough study of one of the two main functions of an association.

**SVL 1211 CONSUMER LENDING FOR SAVINGS ASSOCIATIONS-AS (\*\*)****3 class hours****3 Credits**

This course introduces consumer credit terms, concepts and practices. Types of loans, laws and regulations, interest calculation, credit evaluation and collection techniques are emphasized. Previous knowledge of savings associations or lending operations is strongly recommended.

**SVL 1221 MORTGAGE LENDING-AS (\*\*)****3 class hours****3 Credits**

This course describes the role of the loan department and how it relates to the total organization of the association; assesses the system of credit investigation and analysis; summarizes the standard procedures an association follows to maintain a loan from closing to the date it is paid off; evaluates the essential characteristics of loans made for construction; apartment, condominium and commercial loans; distinguishes between conventional and FHA/VA loans; assesses the role of savings associations in the secondary mortgage market.

**SVL 1241 MORTGAGE LOANS SERVICING-AS (\*\*)****3 class hours****3 Credits**

Students learn the procedures for loan servicing including processing payments, escrow accounts, real estate taxes, insurance and contract changes. The securing of delinquent loans, foreclosure and real estate owned are also examined. Upon successful completion of this course, students should be better able to: summarize loan servicing procedures for a conventional mortgage; discuss methods of handling FHA and VA loans, and distinguish between these and conventional home mortgage loans; and differentiate whole loans and participations and procedures for the selling and servicing of these loans.

**SVL 1411 TECHNIQUES FOR CONSUMER COUNSELING-AS (\*\*)****3 class hours****3 Credits**

Students will gain an understanding of effective interviewing techniques and formulate their own strategies for discovering and meeting customer needs. This course also affords students the opportunity, through assertiveness training and transactional analysis, to develop insight and an expertise in effectively communicating with customers.

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## CARDIOVASCULAR TECHNOLOGY

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**CPT 1200 CARDIOVASCULAR PHARMACOLOGY-AS Summer A****2 class hours****2 Credits****Prerequisites:** RET 1024, RET 1616, RET 1821

This course is designed to provide the Cardiovascular Technology student with the pharmacology needed to function in clinical experiences. The course also prepares

the student to recognize basic cardiac wave forms and arrhythmias. The course also supplies the student with basic radiographic theory, safety, protection, Cath Lab equipment and basic echocardiography principles.

**CPT 1920 CARDIOVASCULAR TECHNOLOGIST AS A PROFESSIONAL-AS****Summer A****2 class hours****2 Credits****Prerequisites:** All CPT Courses**Co-requisite:** CPT 2842L

The professional relationship of the Cardiovascular Technologist to other health professionals is presented, along with a basic format for research. Resume preparation and interview skills are also discussed.

**CPT 2420C INVASIVE CARDIOLOGY I-AS****Fall****3 class hours, 2 laboratory hours****4 Credits****Prerequisite:** CPT 1200**Co-requisites:** CPT 2840L, CPT 2620C

This course introduces the student to the specific procedures performed in the cardiac catheterization laboratory and the use of the resulting data for patient diagnosis.

**CPT 2421C INVASIVE CARDIOLOGY II-AS****Spring****3 class hours, 2 laboratory hours****4 Credits****Prerequisites:** CPT 2420C, CPT 2840L, CPT 2620**Co-requisites:** CPT 2841L, CPT 2621C

This course is designed to teach the student classifications and the use of equipment and techniques used in invasive cardiology. An in-depth presentation of various cardiac diseases, and calculations is also presented.

**CPT 2620C NON-INVASIVE CARDIOLOGY TECHNOLOGY I-AS****Fall****3 class hours, 2 laboratory hours****4 Credits****Prerequisite:** CPT 1200**Co-requisites:** CPT 2840L, CPT 2420C

This course presents an introduction to non-invasive cardiology and those tests performed in this area. In addition, normal and abnormal heart rhythms, patient safety is presented along with stress testing and an introduction in echocardiography.

**CPT 2621C NON-INVASIVE CARDIOLOGY TECHNOLOGY II-AS****Spring****3 class hours, 2 laboratory hours****4 Credits****Prerequisites:** CPT 2620C, CPT 2420, CPT 2840**Co-requisites:** CPT 2841L, CPT 2421C

This course presents a more in-depth view of echocardiography, external pulse recording and phonocardiography. A firm didactic foundation for echocardiography will be presented with provisions available for further study of this complex technique.

**CPT 2840L CARDIOPULMONARY PRACTICUM II-AS****Fall****18 laboratory hours****6 Credits****Prerequisites:** CPT 1200**Co-requisites:** CPT 2420C, CPT 2620C

Clinical experience in all procedures performed in the

cardiopulmonary laboratories, including use of equipment, performing tests and patient care as it relates to the cardiopulmonary areas with emphasis on cardiac catheterization, ECG, stress, testing, Holter monitoring and an introduction to endocardiography.

**CPT 2841L CLINICAL PRACTICUM III-AS**

**Spring**

**12 laboratory hours**

**4 Credits**

**Prerequisites:** CPT 2840L, CPT 2420, CPT 2620

**Co-requisites:** CPT 2421C, CPT 2621C

This course is designed for students to gain more in-depth clinical experience in invasive and non-invasive cardiology techniques, hemodynamic monitoring, the balloon pump, and cardiac output measurements. Clinical practice in the cardiac catheterization and echocardiography labs is emphasized.

**CPT 2842L CLINICAL PRACTICUM IV-AS**

**Summer A**

**18 laboratory hours**

**6 Credits**

**Prerequisites:** CPT 2841L, CPT 2421, CPT 2621,

**RET 2244**

**Co-requisite:** CPT 1920

This course is designed for students to gain additional clinical experience in invasive and non-invasive cardiology techniques, including angioplasty and echocardiography.

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## CHEMISTRY

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See Science

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## CITRUS PRODUCTION TECHNOLOGY

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**FRC 1211 CITRUS CULTURE I-AS**

**3 hours**

**3 Credits**

This course is a study of practices relating to citrus botany. Topics will include cultivation and propagation of rootstocks on citrus.

**AGG 2930 CURRENT TOPICS IN AGRICULTURE-AS**

**3 hours**

**3 Credits**

Course provides an overview of contemporary issues facing citrus production managers.

**IPM 2671 PESTS AND PESTICIDES-AS**

**3 hours**

**3 Credits**

**Prerequisite:** FRC 1211

This course will present principles and practices relating to the management of diseases, weeds, insects and other arthropod pests of citrus. Topics will include the diagnosis and integrated pest management of major citrus pest problems and the safe handling of pesticides. Text will be the "Florida Citrus Integrated Pest and Crop Management Handbook" and the "Florida Citrus Spray Guide," both IFAS publications.

**SOS 2102 SOILS AND FERTILIZATION-AS**

**3 hours**

**3 Credits**

**Prerequisite:** FRC 1211

This course is a study of the physical, chemical, and biological properties of soils as related to citrus production, and the uses, types, and reactions of fertilizer materials in soil. Topics will include nutritional requirements of citrus and the identification of nutrient deficiency symptoms.

**MAG 2731 IRRIGATION AND DRAINAGE-AS**

**3 hours**

**3 Credits**

**Prerequisite:** FRC 1211

This course studies water as it relates to citrus production. Topics include irrigation requirements, methods, and scheduling; drainage needs and design; maintenance of irrigation and drainage systems.

**FRC 2220 CITRUS CULTURE II-AS \*\*\***

**3 hours**

**3 Credits**

**Prerequisite:** FRC 1211

This course will provide the student with a basic understanding of the citrus industry in Florida. Emphasis will be placed on various practices comprising a Florida citrus production program. Major topics include fertilization, weed control and cultivation, irrigation, pest management, pruning and harvesting. This is a production course although topics including botany, terminology, site selection, scions and rootstock characteristics will be reviewed from Citrus Culture I. This advanced course will be more scientific in its explanations and have lab exercises to further the students knowledge of citriculture.

**All Citrus Production courses will be taught on Thursday from 6 p.m. to 9 p.m. except Pest and Pesticides, which will be taught from 2 p.m. to 5 p.m.**

**\*\*\*It is strongly recommended that the following courses be completed prior to this course:**

**Pest and Pesticides (IPM 2671)**

**Soils and Fertilization (SPS 2102)**

**Irrigation and Drainage (MAG 2731)**

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## COMPUTER PROGRAMMING AND APPLICATIONS

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Also see Office Systems Technology

**CGS 1000 DATA PROCESSING CONCEPTS-AA**

**Fall, Spring, Summer A, Summer B**

**3 class hours**

**3 Credits**

Comprehensive examination of data processing concepts and functions, including automated record keeping, historical developments, data representation, computer arithmetic, number systems, file theory, input and output formats. The course provides for developing beginning skills in computer operating techniques and computer programming. Class hours include open laboratory use.

**CGS 1500 WORD PERFECT APPLICATIONS-AA (\*\*)**

**1 class hour**

**1 Credit**

An introduction to word processing applications with an in-depth look at several of the more popular programs currently being utilized on microcomputers. Course content will include how to create, edit, format, merge, move, delete, extract, save, and print text files.

**CGS 1510 ELECTRONIC SPREADSHEET APPLICATIONS-AA (\*\*)**

**1 class hour**

**1 Credit**

An introduction to electronic spreadsheet applications with an in-depth look at several of the more popular programs currently being utilized on microcomputers. Course content will include how to create, edit, format, merge, move, copy, delete, extract, save, and print spreadsheet files, to include writing formulas for custom applications.

(\*)—Preparatory credit. Does not count toward a degree.

(\*\*)—Offered if sufficient demand.

**CGS 1530 MICROCOMPUTER SKILLS-AA (\*\*)**  
**4 class hours** **4 Credits**  
 Provides beginning level skills training in microcomputer applications. The course is progressive through disk operating systems, word processing applications, electronic spreadsheets, and database management system. (This course may be taken as separate one credit courses: CGS 1560, CGS 1500, CGS 1510, or CGS 1540 or as a single four credit course.)

**CGS 1540 DATABASE APPLICATIONS-AA (\*\*)**  
**1 class hour** **1 Credit**  
 An introduction to database management applications with an in-depth look at several of the more popular programs currently being utilized on microcomputers. The course content will include how to create, format, edit, save, and access different database files to include an introductory explanation of the fourth generation languages (4GL).

**CGS 1560 DISK OPERATING SYSTEM-AA (\*\*)**  
**1 class hour** **1 Credit**  
 An introduction to IBM PC family microcomputers and how to use DOS to harness the power of both software and hardware in a typical business systems environment.

**CGS 1580 DESKTOP PUBLISHING - AS**  
**3 class hours** **3 Credits**  
 This course is a "hands-on" course designed to provide students with a working knowledge of the concepts and applications of desktop publishing. The student will learn how to utilize the main features of most desktop publishing software, including typefaces and type styles, graphics, fonts and type size.

**CGS 2100 BUSINESS COMPUTER SYSTEMS & APPLICATIONS-AS**  
**Spring**  
**3 class hours** **3 Credits**  
**Prerequisite:** CIS 2321  
 Detailed examination of common business applications as implemented on the computer. Exposure to the characteristics, components, and interrelationship of business systems such as payroll, accounts payable and receivable, invoicing and check writing, inventory purchasing and receiving, and computerized general ledger and financial statements.

**CGS 2510 LOTUS 1-2-3-AS**  
**3 class hours** **3 Credits**  
 This course provides the student with a detailed knowledge of Lotus 1-2-3. Students will learn advanced programming techniques using macros, integration of interrelated spreadsheets, and advanced graphics techniques. Emphasis will be placed on the student's completion of class projects in areas such as accounting and finance utilizing the various features of spreadsheet programming.

**CGS 2540 DBASE-AS**  
**3 class hours** **3 Credits**  
 This course gives the student detailed knowledge in the use of the most popular database package for microcomputers. Students will acquire skills commensurate with professional database usage in the business community. Subjects covered include the dBase environment controls, file expansion and merging, and advanced functions.

**CIS 2321 DATA SYSTEMS AND MANAGEMENT-AS**  
**Fall**  
**3 class hours** **3 Credits**  
**Prerequisite:** COP 1120, or permission of instructor.  
 Analysis, design and control of data systems. Includes documentation, implementation, feedback, personnel, and management. A study of disk and tape file design, organization, and maintenance. Methods of information storage and retrieval, forms design and control, system testing, and security. Survey of data processing positions. Examination of special techniques such as on-line processing, real-time processing, and telecommunications. Special unit on social impact of computers and automation.

**COP 1220 INTRODUCING TO PROGRAMMING LOGIC WITH C - AS**  
**3 class hours** **3 Credits**  
 This course is the first course in learning C programming techniques. The student will be introduced to structured programming techniques using C programming language. Students will learn basic C Syntax including string arrays, variables, functions and expressions. This course will prepare the student to advance to the next level of programming in C.

**COP 1221 INTERMEDIATE PROGRAMMING LOGIC WITH C - AS**  
**3 class hours** **3 Credits**  
**Prerequisite:** COP 1220  
 This course is the second in learning C programming techniques. The student will learn algorithms involving advanced array handling for sorting, searching, and listing. The student will expand his/her knowledge of binary file concepts and parameter passing functions.

**COP 2222 ADVANCED PROGRAMMING LOGIC WITH C - AS**  
**3 class hours** **3 Credits**  
**Prerequisite:** COP 1221  
 This course is the third in learning C programming techniques. The student will learn advanced data structures and pointer concepts including tree, linked lists, and database design and access.

**COP 2700 DATA BASE PROGRAMMING APPLICATION-AA**  
**Fall, Spring**  
**3 class hours** **3 Credits**  
**Prerequisite:** COP 1210  
 The emphasis will be on analysis, design, and programming of applications using database programming languages. Students will employ a variety of file manipulation techniques to solve user problems.

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## CRIMINAL JUSTICE

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**CCJ 1010 INTRODUCTION TO CRIMINOLOGY-AA**  
**Spring**  
**3 class hours** **3 Credits**  
 General orientation to the field of Criminology. Topics covered: development of delinquent and criminal behavior, initial handling and proper referrals; preventive police techniques. Specific police problems such as addicts, the

mentally ill, compulsive and habitual offenders are studied. Special attention given to the police handling of juveniles and youths.

**CCJ 1020 INTRODUCTION TO CRIMINAL JUSTICE-AA**

**Fall**

**3 class hours**

**3 Credits**

A survey of the agencies and processes involved in the administration of justice. Interrelationships and functions of the legislature, law enforcement, prosecutor, courts, corrections, parole and probation are examined.

**CCJ 1300 INTRODUCTION TO CORRECTIONS-AA (\*\*)**

**3 class hours**

**3 Credits**

A comprehensive view of the historical and philosophical treatment programs and developments in the field of juvenile and adult corrections. The main emphasis will be on understanding the offender in the correctional system with an examination of the correctional client, the non-institutional correctional systems, agencies, and recidivism.

**CCJ 1330 PROBATION AND PAROLE-AA (\*\*)**

**3 class hours**

**3 Credits**

The history of probation and parole highlighting the differences, and a study of current philosophy and practices are included. The course will involve an in-depth look at the federal probation system and the structure of Probation and Parole in the State of Florida.

**CCJ 1400 POLICE ORGANIZATION AND ADMINISTRATION-AA**

**Summer A**

**3 class hours**

**3 Credits**

Principles of organization and administration in law enforcement function and activities; planning and research, public relations, personnel and training; inspection and control; policy formation.

**CCJ 2210 CRIMINAL LAW-AA**

**Fall**

**3 class hour**

**3 Credits**

Nature, sources and types of criminal law. Classification and analysis of crimes and criminal acts in general and the examination of selected specific criminal offenses.

**CCJ 2230 CRIMINAL PROCEDURE AND EVIDENCE-AA**

**Spring**

**3 class hours**

**3 Credits**

Principles, duties, and mechanics of criminal procedure as applied to important areas of arrest, force, and search and seizure. Study and evaluation of evidence and proof, kinds, degrees, admissibility, competence, and weight. Deals with rules of evidence and procedure at the operational level in law enforcement.

**CCJ 2500 JUVENILE DELINQUENCY-AA (\*\*)**

**3 class hour**

**3 Credits**

Juvenile Delinquency will focus on etiology, recidivism, and prediction studies. Students will analyze methods of prevention and correctional treatment, the degree of success of diversion programs, and the role of police, courts, and corrections in handling the offender, and their impact on prevention and rehabilitation.

**CJD 2310 POLICE LINE SUPERVISION-AS (\*\*)**

**5 class hours**

**5 Credits**

The Police Line Supervision course is designed for the police officer who holds a position of line supervision responsibility or who is eligible for that position. It provides training and skills development for first line supervisors. It also provides an introduction to managerial skills and techniques. Police Standards Regulations apply.

**CJD 2320 POLICE MID-MANAGEMENT-AS (\*\*)**

**5 class hours**

**5 Credits**

The Police Mid-Management course is designed to provide training and skill development to those officers with key managerial duty assignments. The course is developed for presentation to officers who have involvement to some degree in policy decisions and interaction with other managerial personnel involved in the supervision of other supervisors. Police Standards Regulations apply.

**CJD 2501 INSTRUCTOR TECHNIQUES COURSE-AS (\*\*)**

**3-5 class hours**

**3-5 Credits**

A technical training course prescribed by Florida Statute and authorized by the Florida Criminal Justice Standards and Training Commission. The course is designed to provide the student with the fundamental knowledge of the techniques of instruction and the role of the instructor in the specialized field of criminal justice. This course is offered in modules for variable credit.

**CJD 2691 STRESS AWARENESS FOR CRIMINAL JUSTICE-AS**

**3 class hours**

**3 Credits**

**Prerequisite:** Full or part-time law enforcement or corrections officers employed by governmental agencies in the State of Florida.

One of the courses of the Florida Criminal Justice Standards and Training Commission Career Development Program for Law Enforcement and Corrections Officers. Courses in the Career Development Program are designed to develop or enhance career skills. The specific purpose of this course is to assist Law Enforcement and Corrections Officers to (1) identify the sources of stress in their occupations and (2) determine solutions and/or preventive alternatives.

**CJD 2692 COUNSELING AND COMMUNICATION SKILLS FOR CRIMINAL JUSTICE-AS (\*\*)**

**3 class hours**

**3 Credits**

**Prerequisite:** Full or part-time law enforcement or corrections officers employed by governmental agencies in the State of Florida.

One of the courses of the Florida Criminal Justice Standards and Training Commission Career Development Program. Courses in the Career Development Program are designed to develop or enhance career skills. The specific purpose of this course is to assist law enforcement and corrections officers to improve efficiency in their interrelationships with supervisors, subordinates and contemporaries. Course participants are required to role play and participate in extemporaneous situations involving the development of their communications and counseling skills.

(\*)—Preparatory credit. Does not count toward a degree.

(\*\*)—Offered if sufficient demand.

**CJD 2694 CRISIS INTERVENTION-AS (\*\*)**  
**3 class hours** **3 Credits**  
 This course is part of the Police Standards and Training Commission Career Development Program. It is one of a series of nonsequential career skills training courses designed to enhance the skills of line patrol and investigative officers as well as supervisors and managers. This particular course provides law enforcement officers with the awareness and knowledge of humans under stress and presents the concepts of crisis control, coping with individual stress and managing stress situations. Enrollment is limited to full or part-time law enforcement officers.

**CJT 1110 CRIMINALISTICS-AA**  
**Spring**  
**3 class hours** **3 Credits**  
 A study of the basic scientific techniques used in criminal investigation with special emphasis on the role of the evidence technician in solving crimes. While the more comprehensive facilities of a criminalistics laboratory will be explored, the major attention will be focused on the more limited portable devices available to the small enforcement unit. The pertinent criminal law and Supreme Court interpretations will be covered as background materials for the consideration of types of physical evidence.

**CJT 2100 CRIMINAL INVESTIGATION-AA**  
**Fall**  
**3 class hours** **3 Credits**  
 Criminal investigation procedures, including theory of investigation, case preparation, specific techniques for selected offenses, questioning of witnesses and suspects, and problems in criminal investigation.

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## DENTAL HYGIENE

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**DEH 1001 CLINICAL PROCEDURES I - AS**  
**Spring**  
**1 class hour** **1 Credit**  
**Co-requisite: DEH 1001L**  
 An introduction to the knowledge and skills necessary to provide basic patient services. The concepts taught include infection control, dental operator equipment operation and maintenance, asepsis, charting and instrument transfer.

**DEH 1001L CLINICAL PROCEDURES LAB - AS**  
**Spring**  
**2 class hours** **1 Credit**  
 Clinical and laboratory experiences are provided for the topics covered in Clinical Procedures I.

**DEH 1003 DENTAL HYGIENE I - AS**  
**Summer B**  
**2 class hours** **2 Credits**  
**Prerequisite: DEH 1001**  
**Co-requisite: DEH 1003L**  
 Topics covered include extra oral and intro oral examinations, instrumentation, fundamentals of scaling and polishing, instrument sharpening, pain control and record keeping.

**DEH 1003L DENTAL HYGIENE PRECLINICAL - AS**  
**Summer B**  
**6 class hours** **1 Credit**  
**Prerequisite: DEH 1001L**  
**Co-requisite: DEH 1003**  
 This is a competency-based course designed for the practical application of the theory and techniques studied in DEH 1003. Practice is provided in the clinical laboratory on dental mannequins and then on peers. Completion of all course materials to a specified minimum standard of competency in a prerequisite to Dental Hygiene II.

**DEH 1601 PREVENTIVE DENTISTRY - AS**  
**Spring**  
**1 class hour** **1 Credit**  
**Co-requisite: DEH 1001**  
 An introduction of the primary methods of prevention of dental disease: plaque control, fluorides and sealants. Emphasis is on student development of personal oral hygiene skills and on patient education techniques.

**DEH 1602 PERIODONTICS - AS**  
**Fall**  
**2 class hours** **2 Credits**  
**Prerequisite: DEH 1601**  
**Co-requisite: DEH 1802**  
 The scientific background for the interpretation of clinical changes and the complex etiologic factors that play a role in the initiation and progression of periodontal disease from a dental hygiene perspective.

**DEH 1802 DENTAL HYGIENE II - AS**  
**Fall**  
**2 class hours** **2 Credits**  
**Prerequisite: DEH 1003**  
**Co-requisite: DEH 1802L**  
 A continuation and building of skills in dental hygiene to include treatment planning, cleaning and care of implants, dietary counseling and further study in patient management.

**DEH 1802L DENTAL HYGIENE II CLINICAL - AS**  
**Fall**  
**12 class hours** **1 Credit**  
**Prerequisite: DEH 1003L**  
**Co-requisite: DEH 1802**  
 Clinical application of dental hygiene skills presented in DEH 1802.

**DEH 1810 INTRODUCTION TO DENTAL HYGIENE - AS**  
**Spring**  
**1 class hour** **1 Credit**  
**Co-requisite: DEH 1001**  
 Orientation to the profession of dental hygiene including the composition of the dental team, role of the hygienist, appearance, behavior, ethics and jurisprudence relating to hygienists, and the history and development of the profession.

**DEH 1820 DENTAL OFFICE EMERGENCIES - AS**  
**Fall**  
**1 class hour** **1 Credit**  
**Prerequisite: BSC 1084C or BSC 1085**  
 Emergency procedures and protocol will be presented stressing the recognition of emergency conditions. Topics will include emergency prevention, medico legal considerations, dental emergencies and their management.

(\*)—Preparatory credit. Does not count toward a degree.

(\*\*)—Offered if sufficient demand.

- DEH 2530C EXPANDED FUNCTIONS LABORATORY - AS**  
**Fall**  
**1 class hour** **1 Credit**  
**Prerequisite:** DES 1100C  
 The theory and practice of expanded function permitted by state law for dental auxiliaries.
- DEH 2702C COMMUNITY DENTAL HEALTH - AS**  
**Fall**  
**2 lecture hours, 2 lab hours** **2 Credits**  
**Prerequisite:** DEH 1601  
**Co-requisite:** SYG 1000  
 The course will expose the student to public institutions to apply the principles of public and community health. Topics covered by be methods and materials for teaching dental health to community groups, epidemiology, biostatistics, and the critical analysis of scientific literature.
- DEH 2804 DENTAL HYGIENE III - AS**  
**Spring**  
**2 class hours** **2 Credits**  
**Prerequisite:** DEH 1802  
**Co-requisite:** DEH 2804L  
 Advanced instrumentation, such as root planing, and advanced techniques, such as the use of ultrasonics, airbrassives and irrigating devices, along with root desensitization will be discussed. Scheduling patients, patient management, and professionalism are included. Dental specialties will be presented as they related to dental hygiene.
- DEH 2804L DENTAL HYGIENE III CLINICAL - AS**  
**Spring**  
**12 clinical hours** **1 Credit**  
**Prerequisite:** DEH 1802L  
**Co-requisite:** DEH 2804  
 Clinical application of theory presented in DEH 2804 will be conducted in off-site dental facilities.
- DEH 2806 DENTAL HYGIENE IV - AS**  
**Summer B**  
**2 class hours** **2 Credits**  
**Prerequisite:** DEH 2804  
**Co-requisite:** DEH 2806L  
 This course will include an in-depth study of applied techniques for patients with special needs and unusual health factors. It is a continuation of Dental Hygiene III with emphasis on treatment planning, study casts, and case documentation. Soft tissue curettage will be studied.
- DEH 2806L DENTAL HYGIENE IV CLINICAL - AS**  
**Summer B**  
**12 clinical hours** **1 Credit**  
**Prerequisite:** DEH 2804L  
**Co-requisite:** DEH 2806  
 Clinical application of theory presented in DEH 2806 will be conducted in off-site dental facilities.
- DEH 2808 DENTAL HYGIENE V - AS**  
**Fall**  
**2 class hours** **2 Credits**  
**Prerequisite:** DEH 2806  
**Co-requisite:** DEH 2808L  
 New knowledge will include intraoral photography, opportunities. Ethics and jurisprudence will emphasize licensure and Florida dental laws.
- DEH 2808L DENTAL HYGIENE V CLINICAL - AS**  
**Fall**  
**18 clinical hours** **2 Credits**  
**Prerequisite:** DEH 2806L  
**Co-requisite:** DEH 2808  
 Clinical application of theory presented in DEH 2808 will be conducted in off-site dental facilities.
- DEH 2908 DENTAL HYGIENE SEMINAR - AS**  
**Fall**  
**2 class hours** **3 Credits**  
**Co-requisite:** DEH 2808  
 Discussion and synthesization of all dental hygiene knowledge for practical application to achieve integration of learning experiences and didactic coursework.
- DES 1020C HEAD AND NECK ANATOMY - AS**  
**Spring**  
**2 lecture hours, 2 lab hours** **3 Credits**  
**Co-requisite:** BSC 1084 or BSC 1086  
 A study of gross anatomy of the hard and soft structures of the oral cavity, and the skeletal, muscular, circulatory, nervous, lymphatic and glandular systems of the head and neck. Tooth morphology is studied in depth.
- DES 1030 ORAL HISTOLOGY AND EMBRYOLOGY - AS**  
**Fall**  
**2 class hours** **2 Credits**  
**Prerequisite:** DES 1020C  
 A study of the embryonic development of the face and oral cavity and the process of tooth development.
- DES 1100C DENTAL MATERIALS**  
**Spring**  
**2 lecture hours, 2 lab hours** **2 Credits**  
**Prerequisite:** CHM 2030  
 This course is designed to acquaint the students with various materials used in the dental profession, including rationale for use, contraindications, chemistry and biocompatibility. The laboratory time allows the student to manipulate the various dental materials.
- DES 2044 GENERAL AND ORAL PATHOLOGY - AS**  
**Spring**  
**2 class hours** **2 Credits**  
**Prerequisites:** DES 1030, DES 1020C  
 The principles of general pathology will be studied as they relate to diseases of the teeth and structures of the oral cavity. A description of disturbances of development and growth of orofacial structures will be covered including classification of oral lesions. Secondary oral disorders that have oral manifestations are discussed as well as physical, thermal and chemical injuries to the oral cavity.
- DES 1200C DENTAL RADIOLOGY - AS**  
**Summer B**  
**2 lecture hours, 2 lab hours** **2 Credits**  
**Prerequisites:** CHM 2030, DES 1020C  
 An in-depth study of the physics and production of x-rays, the instruments used for taking radiographs, the techniques for exposing radiographs, manual and automatic processing, mounting and interpretation of x-rays. Dental radiographic health for the patient and operator will be stressed with sterilization and disinfection. Students will practice on mannequins before working with patients.

(\*)—Preparatory credit. Does not count toward a degree.

(\*\*)—Offered if sufficient demand.

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**DES 2050 DENTAL PHARMACOLOGY - AS****Spring****2 class hours****2 Credits****Prerequisite:** BSC 1084C or BSC 1086

This course will provide information needed to understand the clinical usage of therapeutic agents used in the practice of dentistry. The indications, dosage, methods of administration, contraindications and side effects of these agents will be studied to provide a foundation in the physical manifestations to be expected in drug administration.

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**ECOLOGY**

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**IDS 1156 ECOLOGY I-AA (\*\*)****3 class hours****3 Credits**

A study of the problems associated with pollution, conservation, and quality of the environment. Emphasis will be placed on sources of the ecological threat, solutions, and techniques for a citizen-action philosophy. The material will be presented at the layman's level.

**IDS 1157 ECOLOGY II-AA (\*\*)****3 class hours****3 Credits**

A study of how humans perceive their environment and relate to the earth; behavior and interrelationship with the environment are studied in terms of individual maladjustment, intergroup tensions, social institutions, and political, economic, technological belief systems.

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**ECONOMICS**

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**ECO 1000 BASIC ECONOMICS-AA (\*\*)****3 class hours****3 Credits**

A non-technical overview of the economy of the United States provided for students who are not business majors or who do not need ECO 2013-2023 for their program.

**ECO 2013 ECONOMICS I-AA****Fall, Spring, Summer A****3 class hours****3 Credits**

Introduction to economic theory, accounting, analytical and policy aspects of the national income with emphasis on the theory of income determination; analysis of the money and banking system; survey of growth theory and policies. Emphasis will be placed on macroeconomics.

**ECO 2023 ECONOMICS II-AA****Fall, Spring, Summer A****3 class hours****3 Credits**

Theoretical analysis of price determination of the product and factory markets; international trade theory. Emphasis will be placed on microeconomics.

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**EDUCATION**

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**EDF 2005 INTRODUCTION TO EDUCATION-AA****Fall, Spring****3 class hours****3 Credits**

The American school system, its historical and traditional influences; significance of education; educational opportunities; educational requirements.

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**ELECTRONICS**

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**EET 1035 FUNDAMENTALS OF DC/AC CIRCUITS-AS****3 class hours****3 Credits**

This course concentrates on electronic circuit theory and application of the fundamental laws of electronics and an in-depth study of the fundamental principles of voltage, current, resistance, power, and their application in electrical circuits. A study of electrical laws, theorems, components, and networks used in DC and AC circuits. The use of meters, power supplies, and other types of test equipment is experienced.

**EET 2135 SOLID STATE ELECTRONIC DEVICES-AS****Spring****3 class hours 3 Credits**

This course provides an understanding of the electronic circuits which utilize diodes, transistors and other solid state devices. In-depth study of diodes, bipolar junction transistors, FET and FET circuits, SCR's as used in power supplies, filters, amplifiers, and controls. Students will build discrete circuits and test with various laboratory equipment.

**EET 2155 Linear Integrated Circuits-AS****Fall****3 class hours****3 Credits****Prerequisites:** EET 1035 and EET 2135

A combined lecture and laboratory study of integrated circuits: differential, operational, and Norton amplifiers including power requirements, design considerations, characteristics, linear and non-linear applications.

**EET 2326 FUNDAMENTALS OF COMMUNICATION SYSTEMS-AS****3 class hours****3 Credits****Prerequisite:** EET 1035

This course is designed to study communication systems utilizing electromagnetic radiation and other physical means of transmitting information. Detailed study of AM, FM, and pulse transmission and the equipment necessary to perform the function. FR and IF amplifiers, oscillators, antenna systems, wave propagation, satellite communication systems, and fiber optics form the main units of study.

**CET 2112 DIGITAL FUNDAMENTALS - AS****3 class hours****3 Credits**

This course is a study in digital logic and logic circuits. Analysis and construction of representative circuits such as logic gates, flip-flops, counters and registers, integrated-circuit logic families, MSI logic circuit, clock and timing circuits, display circuits, digital-to-analog and analog-to-digital converters, interfacing, and memory devices such as RAM, ROM, magnetic, etc.

**CET 2113 DIGITAL II - AS****3 class hours 3 credits**

This course is designed as an intermediate lecture/lab course in computer technology. The student is introduced to various digital sub-systems (logic assemblies) and their use in digital computing and control systems, and is provided with the analytical tools necessary to perform analyses and problem diagnoses.

(\*)—Preparatory credit. Does not count toward a degree.

(\*\*)—Offered if sufficient demand.

**CET 2123 MICROPROCESSOR FUNDAMENTALS - AS**  
**3 class hours 3 Credits**

**Prerequisite: CET 2114**

A course to provide the student a basic understanding of the operation, architecture, and instruction set of the microprocessor as it functions in a computer numeric control type system. The theory and application of the microprocessor as a control device used to regulate, detect, and position in electronics equipment. Programming in assembly and machine language and interfacing with external devices is studied. Students will construct circuits and perform experiments on education laboratory equipment.

**CET 2333 - APPLIED COMPUTER OPERATING SYSTEMS - AS**

**3 class hours 3 Credits**

**Prerequisites: CET 2112 and CET 2123**

This course is designed to introduce the student to the more widely-used microprocessor-based operating systems. The student will learn about the design and implementation of various microcomputer operating systems, such as MS-DOS, UNIX, and OS-2; the components of the operating systems, such as memory, input/output devices and busses; the process control architecture; timing and troubleshooting.

**EET 2142 - ANALOG CIRCUITS AND ANALYSIS - AS**

**3 class hours 3 Credits**

This course is a study of discrete and integrated circuits with emphasis placed on functional characteristics and parameters of components used in amplifiers, oscillators, timers, op-amps, gates, flip-flops, feed back, and other control circuits. Students will use oscilloscopes, signal generators, triple power supplies, digital and analog meters, frequency counters, and other laboratory equipment.

**EET 2355 DIGITAL DATA COMMUNICATIONS-AS**

**3 class hours 3 Credits**

This course is a study of electronic digital communications with applications in encoding, modulation, transmitting media and basic network procedures. Digital interfacing with wire, coax, RF microwave, and fibre optics techniques will be included in lab activities. Many experiments involve encoding, decoding, and fibre optics are performed.

**EET 2930 SPECIAL TOPICS IN ELECTRONICS-AS**

**3 class hours 3 Credits**

This course is designed to meet specific needs which existing courses cannot meet. Prerequisites vary and depend on the topics covered. Computer repair, robotics, programmable controllers, CNC milling operations, and FCC examination preparation are topics to be considered on an individual or class arrangement.

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## EMERGENCY MEDICAL SERVICES

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**EMS 2159C FUNDAMENTALS OF EMERGENCY MEDICAL CARE-AS**

**3 class hours, 6 laboratory hours 5 Credits**

Introductory survey of emergency medical services including medical-legal-ethical aspects; techniques of

CPR, extrication, and management of trauma and administration of appropriate emergency care. Supervised experiences in the field and clinical areas. Upon successful completion, student will receive a certificate of course completion and will be eligible to take the Florida State EMT certification examination.

**EMS 2241C PARAMEDIC Divisions 1-2-AS**

**2 class hours, 6 laboratory hours 4 Credits**

**Prerequisites: Florida EMT certification; APB 1810C**

**Co-requisite: EMS 2242C**

Role of the paramedic in the health care delivery system, duties and responsibilities. Legislation affecting job performance, human systems and patient assessment. Shock and fluid therapy.

**EMS 2242C PARAMEDIC Divisions 3-4-AS**

**2 class hours, 6 laboratory hours 4 Credits**

**Prerequisite: Florida EMT Certification**

**Co-requisite: EMS 2241C**

Introduction to general pharmacology; calculation of drug dosages, metric system, administration of drugs. Discussion of the respiratory system, and assessment and treatment of respiratory distress.

**EMS 2243C PARAMEDIC Division 5-AS**

**4 class hours, 12 laboratory hours 6 Credits**

**Prerequisites: EMS 2241C and EMS 2242C**

**Co-requisite: EMS 2244C**

Anatomy and physiology of the cardiovascular system. Cardiovascular pathophysiology and management. Arrhythmia and interpretation and assessment of the patient with suspected cardiovascular problems.

**EMS 2244C PARAMEDIC Division 6-AS**

**2 class hours, 6 laboratory hours 4 Credits**

**Prerequisites: EMS 2241C, EMS 2242C, EMS 2243C**

Discussion of the anatomy and physiology of the nervous, integumentary and musculo-skeletal systems. Pathophysiology and management of patients presenting with diseases and trauma to these systems, as well as identification and management of medical emergencies

**EMS 2245C PARAMEDIC Division 7-AS**

**2 class hours, 6 laboratory hours 4 Credits**

**Prerequisites: EMS 2243C and EMS 2244C**

Reproductive system, patient assessment and management of obstetrical and gynecological emergencies. Management of the emotionally disturbed individual, light rescue and extrication equipment. Upon successful completion, student will receive a certificate of course completion and will be eligible to take the Florida State paramedic certification examination.

**EMS 2458 PARAMEDIC PRACTICUM-AS**

**0 class hours, 6 laboratory hours 2 Credits**

This course will involve ride experience with an Advanced Life Support provider. It will provide basic life and advanced life support training with an ALS agency. Three hundred hours of learning experience in a work environment will be required. Arrangements for the practicum need to be made prior to the beginning of the semester in which it is taken. Enrollment is restricted to those students with concurrent enrollment in paramedic program.

(\*)—Preparatory credit. Does not count toward a degree.

(\*\*)—Offered if sufficient demand.

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## ENGINEERING

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- BCN 2220 CONSTRUCTION PROCEDURES-AS**  
Fall  
4 class hours 4 Credits  
Practices and problems related to construction, such as building codes and regulations, construction materials, construction methods, elementary structural design, surveys and real estate.
- EGS 1001 INTRODUCTION TO ENGINEERING-AA**  
Fall, Spring  
3 class hours 3 Credits  
Prerequisite: MAC 1102 or equivalent mathematical proficiency.  
Overview of engineering ethics, certification/registration and opportunities in the various fields of engineering. Students will be required to solve problems in selected fields of engineering.
- ETD 1100 ENGINEERING GRAPHICS I-AA**  
Fall, Spring  
3 class hours, 3 laboratory hours 4 Credits  
Instrument use plus freehand lettering and sketching. Geometric construction application, orthographic projection, sectional views, fits and tolerances, symbols and conventions for working drawings, and standard representation for threads and fasteners. CAD is introduced.
- ETD 1103C ENGINEERING GRAPHICS I (AutoCad Track) - AA**  
4 class hours 4 Credits  
Prerequisite: ETD 1320  
The fundamentals of Engineering Graphics I will be covered. AutoCad will be used in the solution to the various graphical problems instead of traditional drafting tools. Spatial perception, text, orthographic projections, dimensioning, geometric construction, auxiliary and sectional views and assembly drawing are topics that will be covered.
- ETD 1220 ENGINEERING GRAPHICS II-AA**  
Spring  
3 class hours, 3 laboratory hours 4 Credits  
Application of the principles of orthographic projection to the solution of three-dimensional problems. Space relationship of points, lines and planes and examples in engineering practice. Descriptive geometry emphasis.
- ETD 1320 COMPUTER-AIDED DRAFTING-AA**  
Fall, Spring, Summer A  
3 class hours 3 Credits  
An introduction to the use of computer-aided drafting. It includes a review of computer hardware and software used in an automated drafting environment; concepts of how a drawing is stored and manipulated by the computer; commands necessary to do a simple drawing; and the actual drawing of a part. The course provides for the development of beginning skills in the use of a microcomputer, operating peripheral devices for CAD, using CAD software.
- ETD 1530 DRAFTING AND DESIGN-AS**  
Fall, Spring  
4 class hours 4 Credits  
Specialization in architectural drafting. Expanded coverage in residential design with emphasis on functional floor plan layout, architectural standards and construction methods as it relates to drafting.

- ETD 1538 AUTOCAD FOR RESIDENTIAL ARCHITECTURE - AA**  
4 class hours 4 Credits  
Prerequisite: ETD 1320  
Architectural drawing is one of AutoCad's strongest applications. This course is designed to step the student through the methodology of constructing residential architectural drawings with AutoCad. Through the use of tutorials, the student will plan and construct a set of residential architectural plans.
- ETD 1541 TOPOGRAPHICAL DRAWING-AS**  
Spring  
4 class hours 4 Credits  
Methods and practices used in topographical mapping and drawing, and related surveying methods and practices are described.
- ETD 2350 ADVANCED COMPUTER-AIDED DRAFTING-AA**  
Spring  
3 class hours 3 Credits  
Prerequisite: ETD 1320  
An introduction of hardware/software configurations required for the automated drafting environment; the operating system hierarchy and how drawings are stored, edited, copied, deleted and renamed; file specifications and protection; how to log in and log out from the CAD work station (to include remote operations); and the commands necessary for basic drawing utilities. Different methods of generating commands are covered to include intensive treatment of the tablet for menu-driven commands.
- ETD 2821 PRESENTATION DRAFTING-AS**  
Fall  
4 class hours 4 Credits  
Specialization in architectural and mechanical presentation drafting. Pictorial drawing is studied with emphasis on two-point perspective drawing and rendering.
- SUR 1100C SURVEYING-AS**  
Fall  
4 class hours 4 Credits  
Lecture and field practice covering use, care, and limitations of various surveying instruments and related equipment. Data taken from rod, tape, differential level, etc. are properly recorded in field notes. Students conduct field exercises and prepare related reports. Principal subjects are leveling and measurement of angles.
- SUR 2140C ADVANCED SURVEYING-AS**  
4 class hours 4 Credits  
Prerequisite: SUR 1100C  
A continuation of SUR 1100C including horizontal control surveys, resection and horizontal curve layout. EDM equipment is introduced.

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## ENGLISH LANGUAGE

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Also see Literature & Reading

- ENC 9010 DEVELOPING THE PARAGRAPH (\*)**  
Fall, Spring, Summer A, Summer B  
6 class and laboratory hours 4 Credits  
Prerequisite: Testing or permission of Coordinator.  
This is a lecture/workshop course with emphasis upon

grammar usage, capitalization, sentence structure, and paragraph development. This course is required for students entering the College Preparatory Program who have a basic background of the language but need to practice usage, mechanics, and organizational skills. Successful completion of this course is a prerequisite for ENC 9020.

**ENC 9020 COLLEGE WRITING SKILLS (\*)**

**Fall, Spring, Summer A, Summer B**

**6 class and laboratory hours**

**4 Credits**

**Prerequisite:** Testing or permission of Coordinator.

This is a lecture/workshop course with emphasis upon grammatical concepts and usage, punctuation, word choice, and paragraph and essay development. Required of all students who need to develop basic writing and thinking skills before entering ENC 1101. Successful completion of this course is a prerequisite for ENC 1101.

**ENC 1101 COMPOSITION I-AA**

**Fall, Spring, Summer A, Summer B**

**3 class hours**

**3 Credits**

**Prerequisite:** Testing or ENC 9020

A course in essay writing, incorporating some review of basic grammar, helping the student to develop skill in paragraph construction, and concentrating on methods of presentation. The course includes practice in critical reading and analysis of texts as well as an introduction to research and the proper documentation of sources. This course requires a minimum of 6,000 words of writing and a minimum grade of C.

**ENC 1102 COMPOSITION II-AA**

**Fall, Spring, Summer A, Summer B**

**3 class hours**

**3 Credits**

**Prerequisite:** ENC 1101 (minimum grade of C) or equivalent.

Advanced instruction in expository and other modes of prose writing, including the preparation and writing of a full-length research paper. Concentration according to section on rhetoric and the essay, writing about literature, technical writing, or creative writing; students may choose special interest. If completed with a grade of C or better, ENC 1102 partially fulfills the 6 credit English Composition requirement for the AA degree. This course requires a minimum of 6,000 words of writing.

**CRW 2100 CREATIVE WRITING-AA (\*\*)**

**3 class hours**

**3 Credits**

**Prerequisite:** ENC 1101 or permission of instructor.

Designed to develop and enhance student's ability to use conventional techniques of imaginative writing. Emphasis on creation of character and narrative structure. Intensively critical evaluation of student writing. This course is termed a writing intensive course and requires a minimum of 6,000 words of writing.

**ENS 1281 ENGLISH FOR NON-NATIVE SPEAKERS, LEVEL I-AA**

**Fall, Spring**

**3 class hours, 2 laboratory hours**

**3 Credits**

**Prerequisite:** Testing or permission of Coordinator.

This course is designed for non-native speakers of English who have already acquired basic listening and reading comprehension skills and have mastered basic writing and speaking skills. This course will further develop knowledge and awareness of English communication skills in listening, speaking, reading, and writing.

**ENS 1282 ENGLISH FOR NON-NATIVE SPEAKERS, LEVEL II-AA**

**Fall, Spring, Summer A**

**3 class hours, 2 laboratory hours**

**3 Credits**

**Prerequisite:** Testing or permission of Coordinator.

This course is designed for non-native speakers of English who are learning English and who have already acquired a Level II language proficiency in English. Emphasis will be on advanced speaking and listening skills, reading and writing skills with special emphasis on individual problems for students in preparation for future college assignments "across the curriculum."

**ESL 9080 ENGLISH FOR NON-NATIVE SPEAKERS, COMBINED SKILLS (\*)**

**Summer A and/or B**

**3 class hours, 3 laboratory hours**

**4 Credits**

**Prerequisite:** Testing or permission of Coordinator.

This course is designed for non-native speakers of English who wish to improve listening and reading comprehension and writing and speaking abilities in American English.

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**FIRE SCIENCE TECHNOLOGY**

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**FFP 1000 INTRODUCTION TO FIRE SCIENCE-AA**

**3 class hours**

**3 Credits**

A study of the phenomena and incidence of fire; the principles of fire prevention, suppression, and protection; review of municipal fire protection ratings and components; survey of professional fire protection career opportunities.

**FFP 1130 FIRE ADMINISTRATION: FIRE COMPANY LEADERSHIP-AS**

**3 class hours**

**3 Credits**

A study of the basic concepts of fire company leadership, including human skills, leadership tools, problem solving, and goal achievement of a fire company officer. Emphasis will be placed on the role of the officer in the setting of the fire company.

**FFP 2150 FIRE SERVICE INSTRUCTOR-AS**

**3 class hours**

**3 Credits**

A study of the instructor's responsibility in idea communication, learning and teaching objectives, instruction aids use and performance objectives. Required for Florida State Fire Officer Certificate.

**FFP 2200 FIRE PREVENTION AND INSPECTION-AS**

**3 class hours**

**3 Credits**

A survey of the principles of fire prevention and investigation; a study of fire hazards in various occupancies, a review of fire prevention codes; a study of procedures and techniques of fire prevention inspection, to include surveying and mapping, recognition and elimination of fire hazards, public relations, methods of determining the area of fire origin, fire cause, fire spread and location, and preservation of evidence.

**FFP 2240 FIRE AND ARSON INVESTIGATION I-AS**

**3 class hours**

**3 Credits**

Methods of determining the area of fire origin, cause, spread and location are discussed; responsibility for determining the accidental or intentional nature of a fire; correct procedures of investigation, evaluation and preservation of evidence and prosecution.

(\*)—Preparatory credit. Does not count toward a degree.

(\*\*)—Offered if sufficient demand.

**FFP 2300 FIRE CODES-AS (\*\*)**  
**3 class hours** **3 Credits**  
 A study of the codes and standards for building construction which are used to identify and prevent design deficiencies responsible for the spread of fire, heat, and smoke in existing and new buildings.

**FFP 2320 FIRE PROTECTION AND PRESERVATION IN BUILDING CONSTRUCTION-AS**  
**3 class hours** **3 Credits**  
 A study of the various complexities of building construction and the effect on fire detection, inspection, prevention, safety and suppression; definitions and terminology used in construction. The course includes a study of the structural engineering principles which affect the behavior of buildings on fire.

**FFP 2326 BLUEPRINT READING & PLANS EXAMINATION FOR FIRE PROTECTION-AS**  
**3 class hours** **3 Credits**  
 A study of all aspects of blueprint reading which will enable the individual to better perform the duties of fire inspector. Also included is a study of building plans examination.

**FFP 2410 FIRE FIGHTING TACTICS & STRATEGY I-AS**  
**3 class hours** **3 Credits**  
 A study of the basic concepts involved in fire fighting, including fire behavior, fire fighting fundamentals, principles of extinguishing fires, the proper role for and utilization of various fire companies; preplanning fire problems. (Course may be taken before or after FFP 2420).

**FFP 2420 FIRE FIGHTING TACTICS & STRATEGY II-AS**  
**3 class hours** **3 Credits**  
 A study of the principles utilized on fire ground for maximum manpower and equipment utilization; fire ground administration starting with a small fire on up through major conflagrations; emphasis will be on developing thinking skills in relation to crises. (Course may be taken before or after FFP 2410).

**FFP 2500 FIRE ADMINISTRATION: HAZARDOUS MATERIALS I-AS**  
**3 class hours** **3 Credits**  
 A study of the chemical characteristics and reaction of materials in emergency situations, especially thermal destruction. These materials may be in the storage, handling or transportation stage of industrial process. Materials to be studied will be flammable liquids, combustible solids, radioactive compounds, oxidizing and corrosive materials.

**FFP 2501 FIRE ADMINISTRATION: HAZARDOUS MATERIALS II-AS**  
**3 class hours** **3 Credits**  
**Prerequisite:** Certification as a fire fighter.  
 A study of the increasing number of hazardous materials incidents occurring each year, the various methods of transporting and storing hazardous materials and basic tactics used in a hazardous materials situation.

**FFP 2520 HAZARDOUS MATERIALS CHEMISTRY-AS**  
**3 class hours** **3 Credits**  
 A study of basic chemistry and its application in dealing with hazardous materials. This course includes both inorganic and organic compounds and the hazards associated with different classes of these compounds. Systematic methods of nomenclature are covered for both inorganic and organic compounds.

**FFP 2600 FIRE FIGHTING APPARATUS EQUIPMENT-AS**  
**3 class hours** **3 Credits**  
 A study of driving laws and driving techniques for fire equipment; construction and operation of a pumping engine ladder truck; aerial platforms; specialized equipment and vehicles; apparatus maintenance; and an aerial apparatus operator course.

**FFP 2620 FIRE PROTECTIVE SYSTEMS-AS**  
**3 class hours** **3 Credits**  
 A survey of fire protection systems and domestic water supply. The operational feature and functional characteristics of fire detection and suppression systems and devices will be studied.

**FFP 2640 FIRE STREAM HYDRAULICS-AS**  
**3 class hours** **3 Credits**  
 A study and understanding of how good fire streams are developed; a study of properties of water, distribution of pressures in dynamic and static systems; friction loss in hoses and pipes, and factors which have an influence on water loss.

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## FINANCE

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See Business/Management/Finance

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## FOREIGN LANGUAGES

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~ French ~

**FRE 1120-1121 ELEMENTARY FRENCH I, II -AA (\*\*)**  
**3 class hours, 3 laboratory hours** **4 Credits**  
**(1 supervised, 2 unsupervised)**  
 For beginners or those with one year of high school French. Training in communication skills through typical conversations, contemporary readings, visual aids and laboratory exercises.

**FRE 2200-2201 INTERMEDIATE FRENCH I, II -AA (\*\*)**  
**3 class hours, 3 laboratory hours** **4 Credits**  
**(1 supervised, 2 unsupervised)**  
**Prerequisites:** Permission of instructor;  
**FRE 1120-1121; or two years of high school French.**

Continued training in linguistic skills; introduction to contemporary French life and culture. May also be offered as supervised individual study involving extensive work by students with instructional materials and the language laboratory, instruction by a resource professor, and satisfactory achievement on standardized tests.

~ German ~

**GER 1120-1121 ELEMENTARY GERMAN I, II- AA (\*\*)**  
**3 class hours, 3 laboratory hours 4 Credits**  
**(1 supervised, 2 unsupervised)**  
 For beginners or those with one year of high school German. Training in communication skills through typical conversation, contemporary readings, visual aids and laboratory exercises.

**GER 2200-2201 INTERMEDIATE GERMAN I, II -AA (\*\*)**  
**3 class hours, 3 laboratory hours 4 Credits**  
**(1 supervised, 2 unsupervised)**  
**Prerequisites:** Permission of instructor; GER 1120-1121; or two years of high school German.  
 Continued training in linguistic skills; introduction to contemporary German life and culture. May also be offered as supervised individual study, involving extensive work by students with instructional materials and the language laboratory, instruction by a resource professor, and satisfactory achievement on standardized tests.

~ Spanish ~

**SPN 1000 BEGINNING SPANISH CONVERSATION-AA (\*\*)**  
**3 class hours 3 Credits**  
 Beginning conversation class. Vocabulary presented that would benefit those dealing with Spanish-speaking people and/or traveling to Spanish-speaking countries.

**SPN 1120-1121 BEGINNING SPANISH I, II-AA**  
**3 class hours, 3 laboratory hours 4 Credits**  
**(1 supervised, 2 unsupervised)**  
 For beginners or those with one year of high school Spanish. Training in linguistic skills through typical dialogue, pattern drills, and laboratory exercises.

**SPN 2200-2201 INTERMEDIATE SPANISH I, II-AA**  
**3 class hours, 3 laboratory hours 4 Credits**  
**(1 supervised, 2 unsupervised)**  
**Prerequisites:** Permission of instructor; or SPN 1120,1121; or two years of high school Spanish.  
 Further training in linguistic skill with more writing and reading of literary works.

**SPN 2210 ADVANCED CONVERSATION AND COMPOSITION-AA (\*\*)**  
**3 class hours 3 Credits**  
**Prerequisite:** SPN 1120-1121 or equivalent, or permission of instructor.  
 Brief grammar review. Emphasis on fluency and clarity of expression. Conducted entirely in Spanish. May be taken concurrently with SPN 2200-2201.

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## GEOGRAPHY

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**GEA 2010 GEOGRAPHY OF THE EASTERN HEMISPHERE-AA (\*\*)**  
**3 class hours 3 Credits**  
 A course in the geography of the countries of the eastern hemisphere. Focus is placed on the physical, economic, political, and cultural aspects of the areas. The approach is primarily regional.

**GEA 2040 GEOGRAPHY OF THE WESTERN HEMISPHERE-AA (\*\*)**  
**3 class hours 3 Credits**  
 A course in the geography of the countries of the western hemisphere. Focus is placed on the physical, economic, political, and cultural aspects of the areas. The approach is primarily regional.

**GEO 2370 CONSERVATION OF NATURAL RESOURCES-AA (\*\*)**  
**3 class hours 3 Credits**  
 A survey of natural and human resources and the utilization of these resources. Conservation in the United States, with particular emphasis on Florida.

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## GEOLOGY

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See Science

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## GERMAN

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See Foreign Language

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## GERONTOLOGY

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**GEY 2000 INTRODUCTION TO GERONTOLOGY-AA**  
**Fall, Spring 3 class hours 3 Credits**  
 A study of aging and its links to historical and social currents, including historical, demographic and cross cultural patterns; a survey of the theoretical frameworks of gerontologists, both physiological, and social, including an examination of psychological, sensory and intellectual characteristics. Included are specific problem areas such as health, finances, retirement, politics, legal aspects and the special nature of minority group elderly. Also see Human Services listings.

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## HISTORY

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**AMH 2010 HISTORY OF THE UNITED STATES (TO 1865)-AA**  
**Fall 3 class hours 3 Credits**  
 A survey of U.S. history from settlement until the Civil War. Emphasis will be on the development of American social political, and economic institutions; problems of the new government; Jacksonian Democracy; territorial expansion and the coming of the Civil War.

**AMH 2020 HISTORY OF THE UNITED STATES (1865 TO PRESENT)-AA**  
**Spring 3 class hours 3 Credits**  
 Survey of the Civil War, Reconstruction, and the emergence of the modern United States.

**AMH 2070 FLORIDA HISTORY AA (\*\*)**  
**3 class hours 3 Credits**  
 From the age of discovery of Florida to the present day.

(\*)—Preparatory credit. Does not count toward a degree.  
 (\*\*)—Offered if sufficient demand.

**AMH 2091 AFRICAN-AMERICAN HISTORY AA**

Spring

3 class hours

3 Credits

This course is a survey of the Black American experience from its earliest roots in the high civilizations of Africa through present times. Special emphasis is given to the unique nature of that experience, the structural problems and potential of the Black community, and the study of the contributions and thought of outstanding African-American men and women.

**WOH 1012 HISTORY OF WORLD CIVILIZATION**

(TO 1500)-AA

Fall, Spring, Summer A

3 class hours

3 Credits

A compact survey of the evolution of civilization from early times to 1500. All major areas and countries are included. Europe, the Middle East, Asia, Africa, India, China, Japan, and North, Central and South America receive appropriate emphasis. The major focus will be on the political, economic, and social views of the world.

**WOH 1023 HISTORY OF WORLD CIVILIZATION**

(1500 to 1815)-AA

Fall, Spring, Summer A

3 class hours

3 Credits

A survey of the history of the world from 1500 to 1815. This course will emphasize the political, economic, social, and intellectual aspects of world history during this period. Subjects will include the European exploration and colonization of the rest of the world; the emergence of the nation-state; great modern revolutions; the Enlightenment; the French Revolution and the Napoleonic Era.

**WOH 1030 HISTORY OF WORLD CIVILIZATION**

(1815 to PRESENT)-AA

Fall, Spring, Summer A, Summer B

3 class hours

3 Credits

A survey including modern revolutions; the Industrial Revolution; Imperialism; the Indian, Far Eastern, and African backgrounds and political developments; the rise of Latin America; two World Wars and their results; modern nationalism and the decline of colonialism. The political, economic, social, and intellectual views of the world will be emphasized.

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**HORTICULTURE**


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**ORH 1008C INTRODUCTION TO HORTICULTURE AA-\*\*)**

2 class hours, 3 laboratory hours

3 Credits

An introductory coverage of the function and use of ornamental plants in the home interior and exterior landscape.

**ORH 2812 INTRODUCTION TO LANDSCAPE & DESIGN-AS (\*\*)**

2 class hours, 3 laboratory hours

3 Credits

A basic course in the study of residential landscapes including preparation, evaluation and implementation of simple landscape plans. Emphasis will be placed on the use of ornamental plants for functional and aesthetic improvement of the home environment.

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**HOSPITALITY**


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**FSS 2251 FOOD AND BEVERAGE MANAGEMENT & SERVICE-AS (\*\*)**

3 class hours

3 Credits

This course provides a basic understanding of the principles of food production and service management, reviewing sanitation, menu planning, purchasing, storage, and beverage management.

**HFT 1000 INTRODUCTION TO HOSPITALITY MANAGEMENT-AA**

Fall, Spring, Summer A

3 class hours

3 Credits

This course is designed to trace the growth and development of the hospitality industry to its present state. Emphasis will be on the operational units of a hospitality organization such as food and beverage, housekeeping, accounting, front office, etc. Different types of hospitality organizations will also be discussed, i.e., hotels/motels, restaurants, clubs, travel agencies, cruise ships, institutional services, and recreational parks. Current and new management concepts and practices will be presented for these operations.

**HFT 1210 HUMAN RELATIONS AND SUPERVISORY DEVELOPMENT-AS**

3 class hours

3 Credits

This course provides information relating to the recruitment and selection of new staff, the handling of difficult employees, motivating employees and conducting performance evaluations.

**HFT 2276 RESORT MANAGEMENT-AS (\*\*)**

3 class hours

3 Credits

This course offers a complete approach to the operation of resort properties. Beginning with historical development, details are presented in planning, development, financial investment management, and marketing that deal with the unique nature of resort business. The course also examines the future and the impact of the condominium concept, time sharing, technological change, and the increased cost of energy and transportation.

**HFT 2291-2292 PRACTICUM IN HOSPITALITY MANAGEMENT I, II-AA**

Fall, Spring

1 class hour

3 Credits

**Prerequisite:** Hospitality major and approval of instructor.

This course is designed to provide the student with an opportunity for a structured learning experience in a "real-life" management organizational environment. The student will work in an organization to learn certain specific management concepts and skills and how to apply them. An average of fifteen hours of supervised work experience weekly with a scheduled weekly seminar will be required per session.

**HFT 2313 HOTEL/MOTEL PROPERTY MANAGEMENT-AS (\*\*)**

3 class hours

3 Credits

This course covers all phases of property management, including costs of pest control, security, parking, maintenance, laundry, fire prevention, pools, tennis courts, care of guest rooms and public space, with emphasis on equipment, personnel and modern innovations.

- HFT 2410 FRONT OFFICE PROCEDURES-AS (\*\*)**  
**3 class hours** **3 Credits**  
 This course traces the flow of activities and functions performed in today's lodging operations with a comparison of manual, machine assisted, and computer based methods for each front office function.
- HFT 2463 HOSPITALITY INDUSTRY ACCOUNTING FOR MANAGEMENT-AS (\*\*)**  
**3 class hours** **3 Credits**  
 This course covers the accounting concerns and techniques necessary for managerial decision making.
- HFT 2501 HOSPITALITY SALES PROMOTION-AS (\*\*)**  
**3 class hours** **3 Credits**  
 This course presents a practical understanding of the operating statement and precisely where, how, and why the sales effort fits into the total earnings and profit picture of a hospitality operation. Emphasis is on producing business at a profit. It teaches how to measure and gauge accurately the precise worth of every type of business in advance.
- HFT 2600 HOTEL/MOTEL LAW-AS (\*\*)**  
**3 class hours** **3 Credits**  
 This course provides an awareness of the rights and responsibilities that the law grants to or imposes upon a hotel keeper, and illustrates the possible consequences of failure to satisfy legal obligations.
- HFT 2750 CONVENTION MANAGEMENT AND SERVICES-AS (\*\*)**  
**3 class hours** **3 Credits**  
 This course defines the scope and various segments of the convention market; explains what is required to meet individual needs, and, most importantly, explores methods and techniques that lead to better service.

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## HUMANITIES

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- HUM 1950 HUMANITIES STUDY TOUR-AA (\*\*)**  
**Prerequisite:** Permission of instructor. **3 Credits**  
 Edison Community College sponsored study tour abroad with lectures en route. Writing Intensive. Journal required.
- HUM 2210 STUDIES IN HUMANITIES: THE ANCIENT WORLD THROUGH THE RENAISSANCE-AA**  
**Fall, Spring, Summer A**  
**3 class hours** **3 Credits**  
 An integrated study of major cultural expressions of the Greek, Roman, Hebrew, medieval, and Renaissance periods selected from art, literature, architecture, music, religion, and philosophy. Improvement in written expression, through an intensive program of guided writing assignments, is a major objective of this course, and it is recommended that students complete at least one composition course before enrolling. Students wishing to qualify for the AA degree must complete either HUM 2210, 2230 or 2930 with a grade of C or higher. This course is termed a writing intensive course and requires a minimum of 6,000 words of writing.
- HUM 2230 STUDIES IN HUMANITIES: THE 17th CENTURY TO THE PRESENT-AA**  
**Fall, Spring, Summer A, Summer B**  
**3 class hours** **3 Credits**  
 An integrated study of major cultural expressions of the 17th, 18th, 19th, and 20th centuries, selected from art, lit-

erature, film, architecture, music, religion, and philosophy. Improvement in written expression, through an intensive program of guided writing assignments, is a major objective of this course. It is recommended that students complete at least one composition course before enrolling. Students wishing to qualify for the AA degree must complete either HUM 2210, 2230 or 2930 with a grade of C or higher. This course is termed a writing intensive course and requires a minimum of 6,000 words of writing.

- HUM 2930 STUDIES IN HUMANITIES: GREAT HUMAN QUESTIONS-AA**  
**Fall, Spring**  
**3 class hours** **3 Credits**  
 Central humanities themes presented through the study of selected works and performances (in philosophy, literature, art, music, architecture, drama or dance), representing many periods and cultures and serving as a basis for discussion of issues facing the individual and society today. The course is taught by a team of instructors, utilizing multiple perspectives, guest lecturers, and media presentations. Improvement in written expression, through an intensive program of guided writing assignments is a major objective of the course and it is recommended that students complete at least one composition course before enrolling. Students wishing to qualify for the A.A. degree must complete either HUM 2210, 2230 or 2930 with a grade of C or higher. This course is termed a writing intensive course and requires a minimum of 6,000 words of writing.

- HUM 2950 HUMANITIES STUDY TOUR-AA**  
**Prerequisite:** Permission of instructor. **3 Credits**  
 HUM 2950 is a second tour which is a continuation of 1950. Both courses are writing intensive; prior instructor permission. It does not substitute for HUM 2210, HUM 2230 or HUM 2930 for AA requirements.

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## HUMAN SERVICES

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- CHD 1134 MANAGEMENT OF EARLY CHILDHOOD LEARNING AA-(\*\*)**  
**3 class hours** **3 Credits**  
 This course will focus on cooperation to bring about optimal coordination of home and center child rearing practices and expectations. Carrying out supplementary responsibilities related to children's programs will be stressed. This course is designed primarily for those persons seeking a Child Development Associate (CDA) credential or other child care training.
- CHD 1135 UNDERSTANDING YOUNG CHILDREN-AA (\*\*)**  
**3 class hours** **3 Credits**  
 This course will focus on building positive self-concept and individual strengths in young children. Promoting positive functioning designed primarily for those persons seeking a Child Development Associate (CDA) credential or other child care training.
- EEC 1000 FOUNDATIONS IN EARLY CHILDHOOD EDUCATION-AA (\*\*)**  
**3 class hours** **3 Credits**  
 This course will focus on setting up and maintaining a safe and healthy learning environment. Advancing physical and intellectual competence in young children will be

(\*)—Preparatory credit. Does not count toward a degree.

(\*\*)—Offered if sufficient demand.

stressed. This course is designed primarily for those persons seeking a Child Development Associate (CDA) credential or other child care training.

**EEX 2000 INTRODUCTION TO EXCEPTIONAL STUDENT EDUCATION-AA (\*\*)**

**3 class hours** **3 Credits**  
An overview of the different exceptionalities for which programs are provided within Florida's public education system. A review of common characteristics of children with special problems and special methods used to teach these students.

**HUS 1001 INTRODUCTION TO HUMAN SERVICES-AA**  
**Fall, Spring**

**3 class hours** **3 Credits**  
This course includes a discussion of the field of human services including health, mental health and retardation, public administration, education, social welfare, recreation, criminal justice, youth services, and rehabilitation. Emphasis is placed on the variety of expectations and perceptions of consumers of human services. Basic helping and communication skills will be developed by the students.

**HUS 1507 ALCOHOLISM & OTHER DRUG ABUSE-AA**  
**Fall, Spring**

**3 class hours** **3 Credits**  
The student is acquainted with the pharmacological effects of chemical use/abuse including alcoholism. An introductory course that takes an analytical approach to identification, intervention, prevention, treatment and rehabilitation programming. Appropriate legislation and regulations governing rights of clients are examined. Emphasis is placed on a variety of cultural issues involved with special populations. The community resources available for dealing with alcoholics and other drug abusers are identified, along with appropriate methods for the utilization of these resources.

**HUS 2005 INTRODUCTION TO MENTAL HEALTH PROCEDURES-AA (\*\*)**

**3 class hours** **3 Credits**  
A general survey of theory and practice of community mental health delivery systems. Designed for the paraprofessional in the mental health fields or interested laymen, the course includes coverage in abnormal psychology, therapeutic theory, the delivery of mental health services, and training in skills utilized by the mental health technician.

**HUS 2110 HUMAN SERVICES TOPICS: BASIC COUNSELING SKILLS-AA**

**Spring**  
**3 class hours** **3 Credits**  
**Prerequisite:** HUS 1001 or permission of instructor.

Emphasis is placed on the encouragement of personal growth and the development of fundamental interpersonal helping skills, as well as the promotion of knowledge of styles of helping fostered in a variety of human service settings.

**HUS 2309 WORKING WITH ALCOHOLICS AND OTHER DRUG ABUSERS-AA**

**Fall, Spring**  
**3 class hours** **3 Credits**  
This course is designed to provide both theoretical information and practical skill application of counseling techniques

which have been demonstrated to be effective in working with alcoholics and other drug abusing clients. Through role playing, readings, structured class exercises, class discussions and lectures, students will become familiar with a variety of counseling theories, techniques and modalities. Thus, the focus of the course is on both cognitive and experiential learning in counseling alcoholics and other drug abusers.

**HUS 2349 ADOLESCENT CHEMICAL DEPENDENCY-AA (\*\*)**

**3 class hours** **3 Credits**  
The major emphasis of this course is on the investigation of chemical dependency treatment of adolescents as it differs from treatment of adults in the areas of individual and group counseling techniques, case management and legal issues, and treatment program logistics.

**HUS 2825-2826 PRACTICUM IN HUMAN SERVICES I, II-AA**

**Fall, Spring**  
**1 class hour** **3 Credits**  
**Prerequisites:** HUS 1001, admission into Human Services Program, and permission of instructor.

This course will involve both classroom and in-agency experience in the human services. It will provide an interface between the classroom and practical training in a human services agency. Basic skills of helping people will be emphasized. One hundred and twenty-eight hours of learning experience in a work environment will be required per session. Arrangements for the practicum need to be made prior to the beginning of the semester in which it is taken.

**MER 2000 INTRODUCTION TO MENTAL RETARDATION-AA (\*\*)**

**3 class hours** **3 Credits**  
Emphasis is placed on understanding the causal factors in retardation and developmental disabilities as well as in developing familiarity with treatment approaches in these areas.

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## INFORMATION SERVICES

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**LIS 1001 LIBRARY SKILLS (\*\*)** AA  
**1 class hour 1 Credit**

An introduction to the use of library materials and resources. The course will focus on information resources related to the undergraduate research paper.

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## JOURNALISM

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See Media

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## LEGAL ASSISTING

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**PLA 1003 INTRODUCTION TO LEGAL ASSISTING-AS**  
**Fall**

**3 Class hours** **3 Credits**  
Provides an overview of the training and purpose of legal assistants. Examines the role of the lawyer and the legal assistant in modern society, the ethical and professional practice standards applicable to both lawyer and assistant, and surveys the various fields of law to be covered in the Legal Assisting program.

- PLA 1103 LEGAL RESEARCH AND WRITING-AS**  
**Fall**  
**3 class hours** **3 Credits**  
**Prerequisite:** PLA 1003  
 Introduction to Legal Research including citation from reading and finding case law, reading and finding statutes, legislative history, reading and finding constitutional law, finding administrative law, finding court rules, finding local rules, loose-leaf services, secondary references, computer research and ethical consideration.
- PLA 2114 LEGAL RESEARCH AND WRITING II-AS**  
**Spring**  
**3 Class hours** **3 Credits**  
**Prerequisite:** PLA 1103.  
 This course provides the advanced research and writing skills that will be needed in the legal assistant profession. Course is intended to familiarize students with problems and procedures in legal research and writing. Will incorporate computerized legal research techniques to complement the techniques learned in PLA 1103. This course is a continuation of PLA 1103.
- PLA 2223 FEDERAL RULES OF CIVIL AND CRIMINAL PROCEDURES-AS**  
**Fall**  
**3 Class hours** **3 Credits**  
 This course is designed to familiarize the student with the structure of our judicial systems and their jurisdictions. The course will introduce the student to the basic judicial process and its procedural aspects by focusing on Federal Rules of Court, both civil and criminal. Includes comparisons of state court rules.
- PLA 2273 TORTS AND LITIGATION-AS**  
**Spring**  
**3 class hours** **3 Credits**  
**Prerequisite:** PLA 1003 or permission of instructor.  
 Principles of litigation, lawyer and client relationships and ethical considerations, causes of action, remedies and defenses, jurisdiction, commencement of lawsuits, rules of procedure, pleadings, gathering evidence.
- PLA 2433 BUSINESS ORGANIZATION AND GOVERNMENT REGULATIONS-AS**  
**Spring**  
**3 class hours** **3 Credits**  
**Prerequisite:** PLA 1003  
 Study of sole proprietorships, partnerships, and corporations. Ethical considerations and government regulations.
- PLA 2504 REAL ESTATE LAW AND PROPERTY-AS**  
**Fall**  
**3 class hours** **3 Credits**  
**Prerequisite:** PLA 1003  
 Scope of real estate law, ownership of real estate, evidence of, examination of, and conveyance of title, legal descriptions, real estate contracts, transfer of real estate, transactions, real estate closings and ethical considerations.
- PLA 2603 WILLS, TRUST AND PROBATE-AS**  
**Fall**  
**3 class hours** **3 Credits**  
**Prerequisites:** PLA 1003 and BUL 2112

Instruction in estate planning, probate practice and procedures, jurisdiction, functions of lawyers and personal representatives, initial steps in probate, inventory and appraisal, creditors claims, distribution and discharge, ancillary administration, and ethical considerations.

- PLA 2763 LAW OFFICE MANAGEMENT-AS**  
**Spring**  
**3 class hours** **3 Credits**  
 Principles of organization and management, management styles, communications process, utilizing legal assistants, and management of office employees, office environment, office systems, office functions, and financial management.
- PLA 2803 FAMILY LAW-AS**  
**Fall, Spring**  
**3 class hours** **3 Credits**  
**Prerequisite:** PLA 1003  
 Study of scope of family law, law books and legal institutions, the family law office, ethical considerations. Study of various aspects of family law including marriage, premarital and other agreements, annulment, dissolution of marriage, separation agreements, child custody support, alimony, judicial separation, adoptions and other areas.

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### Literature

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- LIT 2090 CONTEMPORARY LITERATURE-AA**  
**Spring**  
**3 class hours** **3 Credits**  
 Examination of themes and ideas reflected in the writings of the twentieth century.
- LIT 2110 WORLD LITERATURE I-AA**  
**Fall**  
**3 class hours** **3 Credits**  
 Examination of recurrent themes and ideas in the literature of the world from the beginning to the 1700s.
- LIT 2120 WORLD LITERATURE II-AA**  
**Spring**  
**3 class hours** **3 Credits**  
 Examination of recurrent themes and ideas in the literature of the world from the 1700s. to the present.
- AML 2010 AMERICAN LITERATURE I-AA**  
**Fall**  
**3 class hours** **3 Credits**  
 A survey of American Literature from its beginnings through the works of Poe. Writing intensive section(s) available beginning Fall semester 1994. See Course Schedule.
- AML 2022 AMERICAN LITERATURE II - AA**  
**Spring**  
**3 class hours** **3 Credits**  
 A survey of American Literature from the works of Whitman to the present. Writing intensive section(s) available beginning Fall semester 1994. See Course Schedule.

**ENL 2010 ENGLISH LITERATURE I-AA**  
 Fall  
 3 class hours 3 Credits  
 A survey of English authors, literary works, and literary movements from the beginning to the 1700s.

**ENL 2020 ENGLISH LITERATURE II-AA**  
 Spring  
 3 class hours 3 Credits  
 A survey of English authors, literary works, and literary movements from the 1700s to the present.

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## MARINE SCIENCE

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See SCIENCE

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## MATHEMATICS

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**MAT 9002 BASIC MATHEMATICS (\*)**  
 6 class and laboratory hours 4 Credits  
**Prerequisite:** Testing or permissions of Coordinator.  
 The objective is to prepare the student in primary mathematical skills. The student will learn the uses of addition, subtraction, multiplication, and division and they relate to whole numbers, fractions, and decimals. The student will also be introduced to percents and changing them to fractions and decimals. Word problems will also be emphasized as they relate to the above topics. Signed number of arithmetic will also be introduced.

**MAT 9013 PRE-ALGEBRA (\*)**  
 6 class and laboratory hours 4 Credits  
**Prerequisite:** Testing, MAT 9002 or permission of Coordinator.  
 The objective is to prepare the student in the usage of fractions, decimals, percents, ratio and proportion, measurement, powers and square roots, geometry, and elementary algebra skills. The student will also learn to do word problems in these topics.

**MAT 9024 INTRODUCTION TO ALGEBRA (\*)**  
 6 class and laboratory hours 4 Credits  
**Prerequisite:** Testing, MAT 9013, or permission of Coordinator.  
 The objective is to prepare the student for success in any course which requires a knowledge of the fundamentals of algebra. Topics to be covered include signed numbers, algebraic expressions, equations, exponents, polynomials, factoring algebraic fractions, graphing, quadratic equations, and radical expressions. Word problems and critical thinking skills are topics and concepts used throughout the course.

**MAT 1033 INTERMEDIATE ALGEBRA - AA (\*\*)**  
 3 class hours 3 Credits  
**Prerequisite:** Testing or MAT 9024  
 This course is intended to prepare students for college level algebra courses which students need to take to meet the State requirements for math competencies. This course should adequately prepare the student for MAC 1102 and provide a strong algebra foundations for any higher level math courses that the student may need. **This course does not satisfy mathematics AA degree graduation requirements.**

**MAC 1102 ALGEBRA - AA**  
 3 class hours 3 Credits  
**Prerequisite:** Testing or MAT 1033  
 Course is designed for students with limited algebra background. Topics included are radicals, exponents, complex numbers, linear and quadratic equations and inequalities, logarithms, relations and functions and systems of equations.

**MAC 1140 PRE-CALCULUS ALGEBRA - AA**  
 3 class hours 3 Credits  
**Prerequisite:** MAC 1102 or permission of the instructor.  
 An algebra course designed to prepare students to enter either engineering or business-related calculus courses. Topics covered include radicals, exponential and logarithmic functions, mathematical induction, complex numbers and matrices.

**MAC 1114 TRIGONOMETRY - AA**  
 3 class hours 3 Credits  
**Prerequisite:** MAC 1140 or equivalent or permission of instructor.  
 Real number systems, circular functions, trigonometric functions, inverse relations and functions, trigonometric graphs, solutions of triangles, trigonometric equations, polar coordinates, complex numbers. Contains all of the features of trigonometry found in MAC 2132, with additional emphasis on applications. (May be taken concurrently with MAC 1140.)

**MAC 2132 INTEGRATED COLLEGE ALGEBRA AND TRIGONOMETRY - AA**  
 4 class hours 4 Credits  
**Prerequisite:** A pre-calculus course for the well-prepared student. A background in advanced high school mathematics is highly desirable.  
 Exponential and logarithmic functions, circular and trigonometric functions, inverse functions, polynomial functions, sequences and limits, elementary matrices and selected topics in analytic geometry.

**MAT 2934 HONORS SEMINAR IN ALGEBRA - AA (\*\*)**  
 1 class hour, 2 required lab hours 1 Credit  
**Prerequisite:** MAC 2132 or equivalent with grade of B or higher.  
 Student projects and group discussions on selected topics in algebra. Designed as additional background enrichment for calculus students. Topics include: solutions of systems of equations by matrices and determinants; DeMoivre's Theorem; polar coordinates; mathematical induction; progressions; binomial theorem; permutations; combinations; probability; conic sections; inequalities; graphics techniques for polynomial and rational functions; translation and rotation of axes; vector algebra; contest problem solving.

**STA 2040 INTRODUCTORY STATISTICS - AA**  
 4 class hours 4 Credits  
**Prerequisite:** MAC 1102 or permission of instructor.  
 An introductory course in statistics covering topics in parametric and non-parametric statistics. Topics include: descriptive measures, probability, statistical inference and decisions-making, estimation, hypothesis testing, regression and correlational analysis, probability distributions, sampling distributions, use of electronic calculators, interpretations of computer printouts, and non-parametric test procedures.

**MAC 2233 CALCULUS FOR BUSINESS, SOCIAL AND LIFE SCIENCES - AA**

**4 class hours** **4 Credits**

**Prerequisite:** MAC 1140

This course is designed for students in business and related studies who need calculus but no trigonometry. Includes a study of equations and inequalities and their applications, functions and graphs, lines, parabolas and systems, exponential and logarithmic functions, mathematics of finance, limits and continuity, differentiation and applications and integration.

**MAC 2311 CALCULUS WITH ANALYTIC GEOMETRY I - AA**

**4 class hours** **4 Credits**

**Prerequisites:** MAC 1140 and MAC 1114 or

**MAC 2132 or permission of instructor.**

Real numbers, functions, limits, analytic geometry; elementary differentiation, integration, and applications. Sequential with MAC 2312 and MAC 2313.

**MAC 2312 CALCULUS WITH ANALYTIC GEOMETRY II - AA**

**4 class hours** **4 Credits**

**Prerequisite:** MAC 2311 with minimum grade of C or permission of instructor.

Differentiation and integrations of trigonometric, logarithmic and exponential functions, special techniques of integration, polar coordinates, vectors in the plane, and analytic geometry in three dimensional space.

**MAC 2313 CALCULUS WITH ANALYTIC GEOMETRY III - AA**

**4 class hours** **4 Credits**

**Prerequisite:** MAC 2312 with a minimum grade of C or permission of instructor.

Linear systems and matrices, partial derivatives, multiple integration and line integrals, improper integrals, sequences and infinite series.

**MTB 1323 TECHNICAL CALCULUS I - AS (\*\*)**

**4 class hours** **4 Credits**

**Prerequisites:** MAC 1140, MAC 1114, or permission of instructor.

Derivative and its application, integration and its application, transcendental functions, expansion of function in series, differential equations.

**MAP 2302 DIFFERENTIAL EQUATIONS - AA**

**4 class hours** **4 Credits**

**Prerequisite:** MAC 2312 or permission of instructor.

Methods of solutions for first order equations. Linear equations, Laplace transforms, series solutions, selected applications.

**MGF 1113 TOPICS IN FINITE MATHEMATICS - AA**

**4 class hours** **4 Credits**

**Prerequisite:** Testing or MAT 9024

This course covers State of Florida essential computations skills including arithmetic, algebra, geometry, logic, probability and statistics. It also covers all of the computational skills on the College Level Academic Skills Test (CLAST).

**MAD 1104 DISCRETE MATHEMATICS - AA (\*\*)**

**3 class hours** **3 Credits**

**Prerequisite:** MAC 1102

The study of application of recursive procedures to sets, functions, relations, permutation, combinations, logic systems, graphs and trees.

**MAE 2810 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS - AA**

**4 class hours** **4 Credits**

**Prerequisite:** Testing or MAT 9024

A course for prospective of in-service elementary teachers, devoted to the structure of the real number system. The nature and language of deductive reasoning, elements of set theory, operations with the various number systems, elementary number theory, numeration systems, decimals and real numbers, percentages, ratio, and proportion. This course will satisfy the mathematics graduation requirement only for those students who plan to be elementary education majors.

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**MEDIA: JOURNALISM, RADIO, TELEVISION**

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**JOU 1100 BASIC REPORTING - AA (\*\*)**

**3 class hours** **3 Credits**

Introduction to the profession. Emphasis on theory and practice of writing news, work on student publications.

**JOU 2420L WORKSHOP IN COLLEGE PUBLICATIONS - AA (\*\*)**

**3 lab hours (2 unsupervised, 1 supervised)** **1 Credit**

**Prerequisite:** JOU 1100

Designed to afford students with basic journalistic knowledge the opportunity for additional experience: carrying out under supervision, editorial, makeup, news writing or feature writing responsibilities for student publications. The workshop requires three or more hours weekly (one of these directly supervised by the instructor) to be spent in assignments on the student newspaper. A student may repeat the workshop for credit up to 3 semesters.

**JOU 2946-2947 PRACTICUM IN NEWS REPORTING I, II - AA**

**1 class hour** **3 Credits**

**Prerequisite:** JOU 1100

This course provides students the opportunity for a structured learning experience in a "real-world" newsroom environment. The student will work in a news organization - a newspaper office, television studio or radio station - learning specific reporting concepts and skills and how to apply them. An average of fifteen hours of supervised work experience weekly and a scheduled weekly conference with the instructor will be required per semester.

**MMC1000 SURVEY OF MASS COMMUNICATIONS - AA (\*\*)**

**3 class hours** **3 Credits**

Requirements, opportunities, and responsibilities of various media.

(\*)—Preparatory credit. Does not count toward a degree.

(\*\*)—Offered if sufficient demand.

**RTV 2230 RADIO ANNOUNCING AND PROGRAMMING - AA (\*\*)**

**3 class hours**

**3 Credits**

**Prerequisites:** SPC 1010, or permission of instructor.

A practical approach to an understanding of the skills and techniques that are necessary for the performance, writing and production of various radio program elements. After learning the operation of standard radio control room equipment, students will progress to the performance and production of program elements which include music, news commercials and interviews. Voice and diction improvement are additional emphasized. The individual projects of students will be recorded and played back for discussion.

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**MUSIC**

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**MUL 1110 MUSIC HISTORY AND APPRECIATION - AA**  
**3 class hours** **3 Credits**

Materials, literature, and practices of music, and consideration of its aesthetic purposes and social function. Development of listening skills and criteria of judgment.

**MUH 2015 INTRODUCTION TO AND EXPLORATION OF TWENTIETH CENTURY MUSIC - AA (\*\*)**

**3 class hours**

**3 Credits**

An introductory survey of contemporary composers, musical works and movements from 1900 to the present.

**MUT 1001 FUNDAMENTALS OF MUSIC - AA**

**Summer A**

**3 class hours**

**3 Credits**

Introduction to the reading and performance of music, including principles of notation, scales, triads, rhythms, and interpretive markings. For students with little or no previous musical training.

**MVK 1111 CLASS PIANO I, II - AA**

**Fall I, Spring II**

**2 class hours W**

**1 Credit**

**Prerequisites:** MKV 1111-I and permission of instructor is required for MKV 111-II.

Elementary instruction in piano, emphasis on music reading, piano techniques, and piano literature.

**MKV 2121 CLASS PIANO III, IV AA (\*\*)**

**2 class hours W**

**1 Credit**

**Prerequisite:** MKV 1111 and permission of instructor. Continuation of MKV 1111.

**MUT 1121, 1122 MUSIC THEORY I, II - AA**

**1121 Fall, 1122 Spring**

**5 class hours**

**4 Credits**

MVK 1111 is recommended concurrently. Integrated study of materials and procedures of music and development of musicianship skills.

**MUT 2126, 2127 MUSIC THEORY III, IV - AA**

**2126 Fall, 2127 Spring**

**5 class hours**

**4 Credits**

**Prerequisite:** MUT 1121, 1122 or permission of instructor.

Continuation of MUT 1122 with emphasis on structural and harmonic analysis.

**MUT 2641 INTRODUCTION TO JAZZ IMPROVISATION - AA**

**Summer A**

**3 class hours**

**3 Credits**

**Prerequisite:** MUT 1121, 1122 or permission of instructor.

An ensemble experience with emphasis on scales, chord structures, rhythmic patterns and chord progression - ordinarily a further development of the Jazz Ensemble experience.

**MUN 1120, 2120 CONCERT BAND - AA**

**Fall, Spring**

**3 class hours W**

**1 Credit**

Emphasis on study and performance of literature written for the modern concert band. Ensemble open to all students. (Band students transferring as music majors are encouraged to enroll).

**MUN 1210, 2210 ECC COMMUNITY ORCHESTRA - AA (\*\*)**

**3 class hours W**

**1 Credit**

**Prerequisite:** permission of instructor.

Emphasis on study and performance of orchestral literature. Ensemble open to all students and community members.

**MUN 1310, 2310 COLLEGE CHOIR - AA**

**Fall, Spring**

**3 class hours W**

**1 Credit**

Study, rehearsal, performance of choral literature, with training in fundamentals of singing. Attention given to general, cultural and humanistic consideration.

**MUN 1340, 2340 VOCAL ENSEMBLE - AA (\*\*)**

**2 class hours W**

**1 Credit**

**Prerequisite:** permission of instructor.

Study and performance of ensemble literature for various small groupings.

**MUN 1410-1440, 2410-2440 INSTRUMENTAL CHAMBER ENSEMBLES - AA (\*\*)**

**3 class hours W**

**1 Credit**

**Prerequisite:** permission of instructor.

Small ensembles concentrating on the specialized literature available to them. Choices include: String Ensemble MUN 1410, 2410; Woodwind Ensemble MUN 1420, 2420-; Brass Ensemble MUN 1430, 2430; Percussion Ensemble MUN 1440, 2440.

**MUN 1710, 2710 JAZZ ENSEMBLE I, II - AA**

**Fall, Spring**

**3 class hours W**

**1 Credit**

**Prerequisite:** permission of instructor.

Emphasis on study and performance of literature for the modern big jazz band. Auditions held for placement in performing or preparatory group.

**MVS 1111 CLASS GUITAR I, II - AA (\*\*)**

**2 class hours**

**1 Credit**

**Prerequisites:** MVS 1111-I and permission of instructor is required for MVS 1111-II.

Elementary instruction in guitar, emphasis on music reading, fundamental guitar techniques and guitar literature.

**MVV 1111 CLASS VOICE - AA (\*\*)**

**2 class hours** **1 Credit**  
 MUT 1121 and/or MVK 1111 recommended concurrently. Fundamentals of singing; emphasis on tone production and diction as applied to vocal literature.

**MVV 2121 CLASS VOICE - (Sophomore) - AA (\*\*)**

**2 class hours** **1 Credit**  
**Prerequisites:** MVV 1111 and permission of instructor.  
 Continuation of MVV 1111.

**MUE 1440 STRING TECHNIQUES - AA (\*\*)**

**2 class hours** **1 Credit**  
 Basic principles and techniques of tone production, literature, reading and transposition applicable to string instruments.

**MUE 1450 WOODWIND TECHNIQUES - AA (\*\*)**

**2 class hours** **1 Credit**  
 Basic principles and techniques of tone production, literature, reading and transposition applicable to woodwind instruments.

**MUE 1460 BRASS TECHNIQUES - AA (\*\*)**

**2 class hours** **1 Credit**  
 Basic principles and techniques of tone production, literature, reading and transposition applicable to brass instruments.

**MUE 1470 PERCUSSION TECHNIQUES - AA (\*\*)**

**2 class hours** **1 Credit**  
 Basic principles and techniques of tone production, literature, reading and transposition applicable to percussion instruments.

**MVB 1211 - MVW 2325 APPLIED MUSIC**

**INSTRUCTION - AA**  
**Fall, Spring, Summer A W** **1-2 Credits**  
**Prerequisite:** permission of instructor.  
 Applied Music is individual voice or instrumental instruction which may be arranged for students of advanced accomplishments. One half-hour of private instruction per week equals one credit hour. It is recommended that music majors take one hour weekly lessons in their principal instrument. (Openings are limited by available instructor hours. This is not elementary instruction.)

|               |             |          |
|---------------|-------------|----------|
| Baritone Horn | Horn        | Trombone |
| Bassoon       | Oboe        | Trumpet  |
| Cello         | Organ       | Tuba     |
| Clarinet      | Percussion  | Viola    |
| Flute         | Piano       | Violin   |
| Guitar        | Saxophone   | Voice    |
| Harpsichord   | String Bass |          |

Students enrolled in Applied Music are expected to also enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

**— Applied Music Course Numbers —**

For each instrument the first two (and 5th & 6th) lines refer to one semester hour of credit. The third and fourth (and 7th & 8th) lines would refer to two semester hours of credit.

**BARITONE****HORN**

MVB 1214  
 MVB 1214  
 MVB 1314  
 MVB 1314  
 MVB 2224  
 MVB 2224  
 MVB 2324  
 MVB 2324

**BASSOON**

MVW 1214  
 MVW 1214  
 MVW 1314  
 MVW 1314  
 MVW 2214  
 MVW 2214  
 MVW 2314  
 MVW 2314

**CELLO**

MVS 1213  
 MVS 1213  
 MVS 1313  
 MVS 1313  
 MVS 2213  
 MVS 2213  
 MVS 2313  
 MVS 2313

**CLARINET**

MVW 1213  
 MVW 1213  
 MVW 1313  
 MVW 1313  
 MVW 2223  
 MVW 2223  
 MVW 2323  
 MVW 2323

**FLUTE**

MVW 1211  
 MVW 1211  
 MVW 1311  
 MVW 1311  
 MVW 2221  
 MVW 2221  
 MVW 2321  
 MVW 2321

**HARPSICHORD**

MVK 1212  
 MVK 1212  
 MVK 1312  
 MVK 1312  
 MVK 2222  
 MVK 2222  
 MVK 2322  
 MVK 2322

**OBOE**

MVW 1212  
 MVW 1212  
 MVW 1312  
 MVW 1312  
 MVW 2222  
 MVW 2222  
 MVW 2322  
 MVW 2322

**ORGAN**

MVK 1213  
 MVK 1213  
 MVK 1313  
 MVK 1313  
 MVK 2223  
 MVK 2223  
 MVK 2323  
 MVK 2323

**PERCUSSION**

MVP 1211  
 MVP 1211  
 MVP 1311  
 MVP 1311  
 MVP 2221  
 MVP 2221  
 MVP 2321  
 MVP 2321

**PIANO**

MVK 1211  
 MVK 1211  
 MVK 1311  
 MVK 1311  
 MVK 2221  
 MVK 2221  
 MVK 2321  
 MVK 2321

**TROMBONE**

MVB 1213  
 MVB 1213  
 MVB 1313  
 MVB 1313  
 MVB 2223  
 MVB 2223  
 MVB 2323  
 MVB 2323

**TRUMPET**

MVB 1211  
 MVB 1211  
 MVB 1311  
 MVB 1311  
 MVB 2221  
 MVB 2221  
 MVB 2321  
 MVB 2321

**TUBA**

MVB 1215  
 MVB 1215  
 MVB 1315  
 MVB 1315  
 MVB 2225  
 MVB 2225  
 MVB 2325  
 MVB 2325

**VIOLA**

MVS 1212  
 MVS 1212  
 MVS 1312  
 MVS 1312  
 MVS 2222  
 MVS 2222  
 MVS 2322  
 MVS 2322

**GUITAR**

MVS 1216  
 MVS 1216  
 MVS 1316  
 MVS 1316  
 MVS 2226  
 MVS 2226  
 MVS 2326  
 MVS 2326

**HORN**

MVB 1212  
 MVB 1212  
 MVB 1312  
 MVB 1312  
 MVB 2222  
 MVB 2222  
 MVB 2322  
 MVB 2322

**SAXOPHONE**

MVW 1215  
 MVW 1215  
 MVW 1315  
 MVW 1315  
 MVW 2225  
 MVW 2225  
 MVW 2325  
 MVW 2325

**STRING BASS**

MVS 1214  
 MVS 1214  
 MVS 1314  
 MVS 1314  
 MVS 2224  
 MVS 2224  
 MVS 2324  
 MVS 2324

**VIOLIN**

MVS 1211  
 MVS 1211  
 MVS 1311  
 MVS 1311  
 MVS 2221  
 MVS 2221  
 MVS 2321  
 MVS 2321

**VOICE**

MVV 1211  
 MVV 1211  
 MVV 1311  
 MVV 1311  
 MVV 2221  
 MVV 2221  
 MVV 2321  
 MVV 2321

(\*)—Preparatory credit. Does not count toward a degree.

(\*\*)—Offered if sufficient demand.

## NURSING

### NUR 1010 INTRODUCTION TO NURSING - AS

Fall  
3 class hours 3  
Credits  
Prerequisites: BSC 1085, MAC 1102  
Co-requisites: BSC 1086, NUR 1143, NUR 1022C,  
NUR 1024L, ENC 1101

This course introduces students to the expectations, policies and procedures in the associate degree nursing program at Edison Community College, and to the inter-related concepts basic to health care delivery and nursing.

### NUR 1022C FUNDAMENTALS OF NURSING - AS

Fall  
2 class hours, 6 laboratory hours 4  
Credits  
Prerequisites: BSC 1085, MAC 1102  
Co-requisites: BSC 1086, ENC 1101, NUR 1010,  
NUR 1143

Basic knowledge and skills of technical nursing care. Included are beginning skills in interpersonal relationships and nursing activities designed to meet the patient's individual needs. Clinical learning experiences are scheduled to provide the student with opportunities to apply theoretical concepts.

### NUR 1024L FUNDAMENTALS OF NURSING PRACTICUM - AS

Fall  
3 laboratory hours 1  
Credit  
Prerequisites: BSC 1085, MAC 1102  
Co-requisites: ENC 1101, NUR 1010, NUR 1143  
Practicum in a college laboratory will allow the student to develop skills in the basic components of nursing care.

### NUR 1143 BASIC PHARMACOLOGICAL CONCEPTS AND DRUG CALCULATION - AS

Fall  
3 class hours 2  
Credits  
Prerequisites: BSC 1085, MAC 1102  
Co-requisites: NUR 1010, NUR 1022, ENC 1101,  
BSC 1086

This course is designed to assist nursing student to develop proficiency in those areas of mathematics which are of an integral relationship to medication administration, and to present basic concepts related to pharmacology and medication administration.

### NUR 1204 TRANSITIONAL NURSING CONCEPTS - AS

Fall  
LPN to RN Sequence Only  
1 class hour, 3 laboratory hours 2  
Credits  
Prerequisites: ENC 1101, PSY 2013, DEP 2004,  
HUN 1001, BSC 1085, BSC 1086,  
MAC 1102

This course, designed for and limited to the Florida Licensed Practical Nurse, provides the opportunity to assess the student's knowledge of and skills in medical surgical nursing concepts and procedures not traditionally covered in LPN programs. The course emphasizes

demonstration of knowledge, comprehension, application and administration. The course is also designed to provide the LPN transition student with beginning concepts necessary for the transition from the PN role to the RN role. The course utilizes simulated nursing experiences and evaluates clinical skills in the campus nursing laboratory. In addition, the course will orient students to the expectations, policies and procedures of the nursing program.

### NUR 1210C MEDICAL-SURGICAL NURSING I - AS

Spring  
3 class hours, 9 laboratory hours 6 Credits  
Prerequisites: BSC 1086, MAC 1102, NUR 1143  
Co-requisites: ENC 1101, DEP 2004, NUR 1240L,  
HUN 1001, PSY 2013

Knowledge, techniques and skills related to the practice of nursing care of patients with simple medical-surgical problems. Clinical learning experiences are selected to provide the student with opportunities to apply theoretical concepts.

### NUR 1240L MEDICAL-SURGICAL NURSING I PRACTICUM - AS

Spring  
3 laboratory hours 1 Credit  
Prerequisites: NUR 1022C, NUR 1024L, NUR 1010,  
NUR 1143, BSC 1085, BSC 1086  
Co-requisites: ENC 1101, DEP 2004, NUR 1210C,  
MAC 1102, HUN 1001, PSY 2013

Technique and skills related to the practice of nursing care of patients with simple medical-surgical problems will be covered. Students will be expected to demonstrate appropriate nursing skills.

### NUR 2211C MEDICAL-SURGICAL NURSING II - AS

Fall, Spring  
2 class hours, 6 laboratory hours 4 Credits  
Prerequisite: NUR 1210C  
Knowledge, techniques and skills related to the practice of nursing care of patients with complex medical-surgical problems. Clinical learning experiences are selected to provide the student with an opportunity to apply theoretical concepts.

### NUR 2311C NURSING OF CHILDREN - AS

Fall, Spring  
2 class hours, 6 laboratory hours 4 Credits  
Prerequisite: NUR 1210C  
A developmental approach to the study of the child from infancy through adolescence and the effects of illness on the individual and the family. Clinical learning experiences will be planned to further the development of nursing skills and techniques as applied to the nursing of children.

### NUR 2423C MATERNITY NURSING - AS

Fall, Spring, Summer A  
2 class hours, 6 laboratory hours 4 Credits  
Prerequisite: NUR 1210C  
The family unit serves as a frame work for the study of the nursing care of mothers during the maternity cycle and of infants during the neonatal period. Normal aspects of maternal and infant care are stressed. Adaptations will be made to include complications occurring during the maternity cycle. Clinical learning experiences will be planned and selected to further the technical growth and development of the student.

**NUR 2520C MENTAL HEALTH NURSING PRACTICE - AS**  
**Fall, Spring, Summer A**

**2 class hours, 6 laboratory hours**      **4 Credits**  
**Prerequisite:** NUR 1210C

Basic concepts of personality and behavior that the student may use in all areas of nursing are further developed. Emphasis is placed on the use of "self" in establishing therapeutic interpersonal relationships with others. Content also includes principles of individual, family and group therapies, and selected theories of personality formation. Clinical learning experiences will be selected to provide opportunities to develop the role of the technical nurse in prevention, maintenance and restoration of patients' mental health.

**NUR 2810C TRANSITIONAL NURSING I - AS**  
**Spring**

**4 class hours, 6 laboratory hours**      **6 Credits**  
**Prerequisite:** All courses.

Four general topics are emphasized: leadership and management; professional ethics and legal aspects; gerontology; and thanatology. Leadership theory includes leadership qualities, power communications, group process, motivation, delegation of authority and stress management. Professional ethics includes topics such as accountability and autonomy. Gerontology and thanatology include nursing responsibilities for the aged individual as well as the dying individual and his/her family.

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**NUTRITION**

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(See Science.)

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**OFFICE SYSTEMS TECHNOLOGY**

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**OST 1100 BEGINNING ELECTRONIC TYPING - AA**  
**3 class hours**      **3 Credits**

Instruction in the touch system of electronic typewriter and computer keyboards and machine parts with emphasis on touch typing. Development of manipulative skills necessary in tabulation and vertical and horizontal centering. Basic production problems including simple communications, reports, and tabulations. Speed development from 30-45 WPM.

**OST 1110 INTERMEDIATE ELECTRONIC TYPING - AA**  
**3 class hours**      **3 Credits**

**Prerequisite:** OST 1100 or equivalent proficiency  
Application of manipulative electronic keyboarding skills to business typing problems and skill building drills. Speed development from 40-55 WPM. Mailable production drills including business letters, other communication forms, manuscripts, reports, business forms, and tabulations.

**OST 1282 INTERMEDIATE SHORTHAND - AA**  
**3 class hours**      **3 Credits**

**Prerequisites:** OST 1110 and a thorough knowledge of shorthand theory along with a minimum dictation speed of 50 WPM.  
Application of shorthand theory along with skills in basic reading, shorthand writing, grammar and transcription on an electronic keyboard to dictation speeds from 60-80 WPM/Introduction to mailable transcription.

**OST 1320 OFFICE MACHINES - AA**

**1 class hour**      **1 Credit**  
Basic skills in addition, subtraction, and multiplication on ten-key electronic calculator emphasizing business applications.

**OST 1351 RECORDS MANAGEMENT AND FILING - AA**  
**1 class hour**      **1 Credit**

Manual and electronic principles, procedures, and systems of filing including alphabetic, numeric, geographic, and subject filing.

**OST 1601 MACHINE TRANSCRIPTIONS - AA**  
**3 class hours**      **3 Credits**

**Prerequisite:** OST 2120  
Instruction in machine transcription skills to develop a student's ability to produce mailable transcriptions on an electronic keyboard with accuracy and speed from prerecorded media.

**OST 1712 WORDPERFECT I - AS**  
**3 class hours**      **3 Credits**

**Prerequisite:** OST 1110 or equivalent proficiency  
Introduction to the evolving field of word processing; its basic concepts; its role in today's office environment; and hands-on training in basic WordPerfect word processing functions.

**OST 2120 ADVANCED ELECTRONIC TYPING - AA**  
**3 class hours**      **3 Credits**

**Prerequisite:** OST 1110 or equivalent proficiency.  
Application of previously learned electronic typing and knowledge to office-style typing problems with emphasis on mailable production. Speed development from 50-65 WPM.

**OST 2213 ADVANCED SHORTHAND-AA**  
**3 class hours**      **3 Credits**

**Prerequisites:** OST 1110 & OST 1282 or equivalent proficiency.  
Emphasis on mailable transcription on an electronic keyboard. Development of dictation speeds from 80-100 WPM.

**OST 2335 BUSINESS COMMUNICATIONS-AA**  
**3 class hours**      **3 Credits**

**Prerequisite:** Typing helpful but not essential.  
Composing and electronically keyboarding business correspondence including various types of business letters, memoranda, telegrams, reports, and minutes.

**OST 2402 OFFICE PROCEDURES -AA**  
**3 class hours**      **3 Credits**

**Prerequisite:** OST 1110 or equivalent proficiency.  
Coordination of the skills learned in previous courses. Development of in-depth knowledge of electronic office technology and secretarial procedures. Development of competency in administrative skills and human relations.

**OST 2722 WORD PERFECT II -AA**  
**3 class hours**      **3 Credits**

**Prerequisite:** OST 1712 or equivalent proficiency.  
Hands-on training in word processing equipment and application of WordPerfect word processing software.

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## PHILOSOPHY

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- IDS 1350 CRITICAL THINKING AA**  
 Fall, Spring, Summer A  
 3 class hours 3 Credits  
 This course is designed to develop higher level reasoning and problem-solving skills which can be effectively transferred to other subject areas. Emphasis will include specialized vocabulary development and verbal and quantitative reasoning skills. Students will apply creative and critical reasoning skills to brainstorming, patterns of thinking, questioning and effective problem-solving strategies. Fundamentals of logic, analogies, perceptions and learning styles will also be explored. General elective credit only. Does not satisfy AA Humanities requirements.
- PHI 2010 INTRODUCTION TO PHILOSOPHY AA**  
 Fall, Spring  
 3 class hours 3 Credits.  
 A basic course in philosophical thinking. Selected readings from Socrates to Sartre.
- PHI 2100 LOGIC: REASONING AND CRITICAL THINKING-AA**  
 Fall, Spring  
 3 class hours 3 Credits  
 Basic course in methods and principles in development of correct reasoning.
- PHI 2600 ETHICS-AA**  
 Fall, Spring  
 3 class hours 3 Credits  
 Basic course in philosophical thinking about morality, moral problems, and moral judgments.

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## PHOTOGRAPHY

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See ART

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## PHYSICAL EDUCATION/WELLNESS

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Any course may be selected to fulfill the  
Physical Education/Wellness requirement.

- HSC 2100 PERSONAL AND COMMUNITY HEALTH PROBLEMS-AA**  
 Spring  
 3 class hours 3 Credits  
 A course covering the relationship between the human body and a wide variety of health disorders. Topics will include major disorders, their causes and treatment, and how they may be prevented.
- HSC 2400 FIRST AID-AA**  
 Fall, Spring  
 3 class hours 3 Credits  
 A course covering the principles and procedures of emergency first aid treatment. Class time will be divided between lecture and the practical application of first aid procedures. The course will encompass American Red Cross standard first aid and cardiopulmonary resuscitation.

- PET 1000 INTRODUCTION TO PHYSICAL EDUCATION-AA**  
 Fall  
 3 class hours 3 Credits  
 This course will acquaint and familiarize the student with the history of physical education as a discipline, the goals of physical education, significant issues of physical education, the professional scope of physical education, and the role of physical education in society.

- PEO 2003 SPORTS OFFICIATING-AA**  
 Spring  
 3 class hours 3 Credits  
 Designed to help the student understand the function of officials employed in several team and individual sports. Emphasis is on officiating techniques and mechanics, specific responsibilities of officials, rules of various sports and their application, and appreciation of the importance of good officiating to the enjoyment of most athletic endeavors.

- DAA 1372 THROUGH PEN 2137- AA**  
 Fall, Spring, Summer A  
 2 class hours 2 Credits  
 Team, dual, and individual sports which utilize college and community facilities. Emphasis on skill development, knowledge acquisition, and participation.

- DAA 1372 DANCE**  
**LEI 1204 RECREATIONAL ACTIVITIES**  
**PEL 1111 BOWLING**  
**PEL 1121 GOLF**  
**PEL 1141 ARCHERY**  
**PEL 1211 SOFTBALL**  
**PEL 1214 VARSITY BASEBALL I**  
**PEL 1219 VARSITY SOFTBALL I**  
**PEL 1321 VOLLEYBALL**  
**PEL 1341 TENNIS**  
**PEL 1441 RACQUETBALL**  
**PEL 1511 SOCCER**  
**PEL 1621 BASKETBALL**  
**PEM 1101 PHYSICAL FITNESS & CONDITIONING**  
**PEM 1171 AEROBIC DANCE**  
**PEN 1122 SWIMMING (INTERMEDIATE)**  
**PEN 1136 BEGINNING SCUBA**  
**PEN 2137 ADVANCED SCUBA**

- PEL 2142 THROUGH PEM 2172-AA(\*\*)**  
 2 class hours 2 Credits  
 Prerequisite: PEL 1121-PEM 1171 as appropriate or individual proficiency determined by instructor.

- PEL 2214 VARSITY BASEBALL II**  
**PEL 2219 VARSITY SOFTBALL II**  
**PEL 2322 ADVANCED VOLLEYBALL**  
**PEL 2342 INTERMEDIATE TENNIS**  
**PEL 2343 ADVANCED TENNIS**  
**PEM 2172 ADVANCED AEROBIC DANCE**

~ The following courses are for P.E. majors only ~

- PEO 2111 THROUGH PEO 2621-AA (\*\*)**  
 2 class hours 2 Credits  
 Prerequisite: PET 1000  
 These courses are for physical education majors and will focus on teaching techniques, observations in a teaching setting, and appropriate readings in professional journals.

PEO 2111 BOWLING  
 PEO 2121 GOLF  
 PEO 2141 ARCHERY  
 PEO 2211 SOFTBALL  
 PEO 2321 VOLLEYBALL  
 PEO 2341 TENNIS  
 PEO 2511 SOCCER  
 PEO 2621 BASKETBALL

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## PHYSICAL SCIENCE

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See SCIENCE

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## POLITICAL SCIENCE

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**INR 2002 INTERNATIONAL RELATIONS-AA**  
**Spring**  
**3 class hours** **3 Credits**  
 The interactions of nation states in terms of political, economic, psychological, and cultural factors; power, morality, and law among states. Conflict and cooperation in the pursuit of national interests. International political systems and their functions.

**POS 2041 AMERICAN NATIONAL GOVERNMENT-AA**  
**Fall, Spring**  
**3 class hours** **3 Credits**  
 The national government within the American federal system. Functions, processes, and contemporary problems of American political systems. Political parties, pressure groups, elections, Congress, the Presidency, and the Supreme Court.

**POS 2112 AMERICAN STATE & LOCAL POLITICS-AA**  
**Fall, Spring**  
**1-3 class hours** **1-3 Credits**  
 Emphasizes practical politics and functional government. Critical analysis of state and community political systems and processes. Uses community as laboratory. Contacts with state/local officials. Internships encouraged and credit for practical experience allowed when approved by instructor. Student enrolls for any number of the following 3 modules:  
 1. State Politics  
 2. Community Politics  
 3. Intergovernmental Relations

**POS 2601 THE CONSTITUTION-AA (\*\*)**  
**3 class hours** **3 Credits**  
 This course through the television medium introduces students to landmark Supreme Court decisions and doctrines in American constitutional law. Leading judges, scholars, lawyers, public officials, and journalists are presented as they debate hypothetical cases and examine how our lives and destinies are affected by the constitution. Major social problems, social institutions, and the scope of constitutional power will be explored. Course is suitable for general elective credit only.

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## PSYCHOLOGY

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**CLP 1000 PERSONAL AND SOCIAL ADJUSTMENT-AA**  
**Fall, Spring, Summer A**  
**3 class hours** **3 Credits**  
 A psychological and sociological study of the healthy personality and individual adjustment. Academic content is blended with classroom activities and self-analysis aimed at developing better insight into the student's own personality as it relates to principles of mental health, life-adjustment, personal happiness, relationships with others, and successful functioning in college and in society.

**DEP 2004 HUMAN GROWTH AND DEVELOPMENT-AA**  
**Fall, Spring, Summer A**  
**3 class hours** **3 Credits**  
 A life span coverage of theories and findings in human development, emphasizing the physical and psycho-social growth of the individual from conception to death. Emphasis will be placed on the special problems and challenges the individual faces at each stage of the life cycle: prenatal development, infancy, childhood, adolescence, adulthood, and old age.

**DEP 2102 CHILD PSYCHOLOGY-AA**  
**Fall**  
**3 class hours** **3 Credits**  
**Prerequisite: PSY 2013**  
 An investigation of the forces which shape and influence the growth and development of children. The course is designed to be of value to those who are or expect to be parents, teachers, or who plan to work with children in any capacity.

**DEP 2302 ADOLESCENT PSYCHOLOGY-AA**  
**Spring**  
**3 class hours** **3 Credits**  
**Prerequisite: PSY 2013**  
 An investigation of the transitional years between childhood and adulthood. Emphasis is on the changing self-concept of the young person and the special problems unique to this stage of life.

**EDP 2002 EDUCATIONAL PSYCHOLOGY-AA**  
**Spring**  
**3 class hours** **3 Credits**  
**Prerequisite: PSY 2013**  
 Active lecture classes which review the various applications of psychology (clinical, home, educational) as viewed from several psychological viewpoints (learning theory, behavior modification, psychiatry, humanistic). The course also explores various self-control techniques, geared to help the individual in everyday situations.

**INP 2301 HUMAN RELATIONS IN BUSINESS AND INDUSTRY-AA**  
**Fall, Spring**  
**3 class hours** **3 Credits**  
 The study and analysis of personal and personnel relationships in occupations. Covers the techniques and dynamics underlying harmonious working relationships in work organizations, and the importance of the working environment, as it affects human services and productivity.

(\*)—Preparatory credit. Does not count toward a degree.

(\*\*)—Offered if sufficient demand.

**PSY 2013 GENERAL PSYCHOLOGY I-AA**  
 Fall, Spring, Summer A, Summer B  
 3 class hours 3 Credits  
 This course is designed to give all students an introduction to psychology as a science and an understanding of psychology's applications to everyday life. The general models and methods psychology uses will be explored as well as the factors which influence human behavior including: physiology, genetics, sensation, perception, learning, memory cognition, emotions, motives, personality, abnormal behavior and social interaction.

**PSY 2014 GENERAL PSYCHOLOGY II-AA**  
 Spring  
 3 class hour 3 Credits  
**Prerequisite:** PSY 2013  
 This is the second course in introductory psychology designed primarily for psychology majors. Emphasis is placed on the basic principles and concepts of experimental psychology, including scientific methodology and experimental investigation, conditioning and learning, perception, cognition, memory, motivation and neuro-psychology.

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## RADIO

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See Media

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## RADIOLOGIC TECHNOLOGY

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**RTE 1000 INTRODUCTION TO RADIOLOGIC TECHNOLOGY - AS**  
 Fall  
 2 class hours 2 Credits  
**Prerequisite:** Admission into the Radiologic Technology Program  
**Co-requisite:** RTE 1503L  
 An overview of medical imaging and its role in health care. Includes concepts on becoming a technologist, practicing the profession, and growing with this dynamic area of study.

**RTE 1001 RADIOGRAPHIC PATHOLOGY/MEDICAL TERMINOLOGY - AS**  
 Spring  
 3 class hours 3 Credits  
 A course specifically designed for the radiography student that combines a study of medical terminology with common disease processes demonstrated radiographically. The course follows a programmed text on terminology. Class discussions of disease processes that correlate with terminology lessons will bridge these two areas and allow the student to apply new terms to his/her field of study. Medical records including radiologists' reports will be used frequently.

**RTE 1111 PATIENT CARE - AS**  
 Fall  
 2 class hours 2 Credits  
**Prerequisite:** Admission into the Radiologic Technology Program  
**Co-requisite:** None  
 A course designed for Radiography students to learn patient care techniques that will enable them to competently perform in the medical environment.

**RTE 1418 PRINCIPLES OF RADIOGRAPHIC EXPOSURE I - AS**  
 Spring  
 3 class hours 3 Credits  
**Prerequisite:** RTE 1613, Radiographic Physics  
**Co-requisite:** RTE 1804, Radiology Practicum I  
 A course designed to build upon the concepts learned in RTE 1613, Radiologic Physics. The course leads the learner through concepts related to radiographic imaging including: beam restriction, grids, radiographic film, processing sensitometry, intensifying screens, quality factors, and conversion techniques involving manipulation of exposure parameters.

**RTE 1457 PRINCIPLES OF RADIOGRAPHIC EXPOSURE II - AS**  
 Summer A  
 2 class hours 2 Credits  
**Prerequisite:** RTE 1418, Principles of Radiographic Exposure I  
**Co-requisite:** RTE 1814, Radiology Practicum II  
 A course designed to build upon the concepts learned in RTE 1613, Radiologic Physics, and RTE 1418, Principles of Radiographic Exposure I. The course leads the learner through concepts related to radiographic imaging including: film critique, exposure control systems including fixed and variable kilovoltage technique chart construction, automatic exposure control, and exposure conversion methods.

**RTE 1503 RADIOGRAPHIC POSITIONING I - AS**  
 Fall  
 3 class hours 3 Credits  
**Prerequisite:** Admission into the Radiologic Technology Program  
**Co-requisites:** RTE 1503L and RTE 1613  
 A study of radiographic positioning procedures covering the upper and lower extremities, chest and abdomen. Concepts include radiographic anatomy and film analysis. Radiation protection is stressed and demonstrated for each procedure.

**RTE 1503L RADIOGRAPHIC POSITIONING I LAB - AS**  
 Fall  
 1 class hour 1 Credit  
**Prerequisites:** Admission to the Radiologic Technology Program and preceding Practicum course.  
**Co-requisites:** Accompanying RTE courses for each semester of study.

Affiliation agreements with various hospitals enable the Edison Community College Radiologic Technology students to gain valuable clinical experience in departments of radiology. Each student has the opportunity to demonstrate skills learned in the classroom in the clinical setting. In this area, each student is assigned to the various departments' subdivisions. The student at first works closely with a registered radiologic technologist.

**RTE 1513 RADIOGRAPHIC POSITIONING II - AS**  
 Spring  
 3 class hours 3 Credits  
**Prerequisites:** RTE 1503C and 1503L  
**Co-requisites:** RTE 1804  
 A continuation of positioning theory and application started in RTE 1503. Radiographic procedures studied

include: the entire vertebral column, bony thorax, upper and lower gastrointestinal systems, the biliary system, and the genitourinary system.

**RTE 1523 RADIOGRAPHIC POSITIONING III - AS**  
**Summer A**  
**3 class hours** **3 Credits**  
**Prerequisites:** RTE 1513 and 1804  
**Co-requisite:** RTE 1814

Positioning III covers the procedures involved with radiographic examinations of the head. X-ray studies investigated include: bony calvarium, sell turcica, facial bones, optic foramen, mandible, temporomandibular joints, paranasal sinuses, and the temporal bone.

**RTE 1573 RADIOLOGIC SCIENCE PRINCIPLES - AS**  
**Fall**  
**3 class hours** **3 Credits**  
**Prerequisite:** RTE 1457, Principles of Radiographic Exposure II  
**Co-requisite:** RTE 1824, Radiology Practicum III

A course designed to teach radiography students advanced imaging concepts include: mobile radiography, fluoroscopy, tomography, stereoradiography, macroradiography, duplication, subtraction, xeroradiography, digital imaging processing, and basic physical concepts related to computed tomography and magnetic resonance imaging.

**RTE 1613 RADIOGRAPHIC PHYSICS - AS**  
**Fall**  
**3 class hours** **3 Credits**  
**Prerequisite:** Admission to Radiologic Technology Program  
**Co-requisite:** RTE 1503L

A study of the fundamental units of measurement, the structure of matter, and the concepts of work, force and energy. The course covers the following basics of electricity: electrostatics, electrodynamics, magnetism, and the electric generator. Concepts include electromagnetic induction, transformers, rectifiers, X-ray tubes, and the interactions that produce X-radiation. Radiation measurement and basic radiation protection concepts are also included.

**RTE 1951 RADIOLOGIC TECHNOLOGY PORTFOLIO DEVELOPMENT - AS**  
**Fall, Spring, Summer A, Summer B** **1 credit hour**  
**Prerequisite:** Permission of Instructor

Portfolio development is a process designed to assist Registered Radiologic Technologists who desire to earn the Associate in Science Degree in Radiologic Technology. These individuals will be graduates of accredited, hospital-based, radiologic technology programs who are certified by the American Registry of Radiologic Technologists (ARRT).

**RTE 2061 RADIOLOGIC TECHNOLOGY SEMINAR - AS**  
**Summer A**  
**2 class hours** **2 Credits**  
**Prerequisite:** None  
**Co-requisite:** None

A final, comprehensive course that reviews and interrelates concepts previously covered in the two-year curriculum. It provides the student with a meaningful approach to evaluate previous learning and to investigate areas of needed preparation for employment and credentialing. The course also includes employment interview skills and related concepts such as resume preparation.

**RTE 2385 RADIATION BIOLOGY/PROTECTION - AS**  
**Spring**  
**2 class hours** **2 Credits**  
**Prerequisite:** RTE 1613  
**Co-requisite:** RTE 2834

An examination of radiation safety issues related to the Radiologic Technology profession. Emphasis is given to concepts that increase one's awareness of the responsibility to protect the public and self from unnecessary radiation dose.

**RTE 2473 QUALITY ASSURANCE - AS**  
**Summer A**  
**1 class hour** **1 Credit**  
**Prerequisite:** RTE 1418  
**Co-requisite:** RTE 2844

A course designed to introduce the radiography student to evaluation methodology of radiographic systems to assure consistency in the production of quality images at the lowest dose.

**RTE 2542 ADVANCED POSITIONING - AS**  
**Summer B**  
**2 class hours** **2 Credits**  
**Prerequisite:** RTE 153  
**Co-requisite:** RTE 1814

Students learn advanced radiographic procedures including venipuncture and mammography. Special consideration is placed on positioning and exposure techniques that help the radiographer consistently obtain optimum images of human anatomy.

**RTE 2563 SPECIAL RADIOGRAPHIC PROCEDURES —CROSS SECTIONAL ANATOMY - AS**  
**Fall**  
**3 class hours** **3 Credits**  
**Prerequisite:** RTE 2542  
**Co-requisite:** RTE 1824

An investigation of the anatomy, equipment, and techniques for special radiographic procedures. Included are angiographic, neuroradiographic, and interventional procedures. Infrequent, but interesting studies are also covered such as lymphography and sialography. Included in this course is an introduction to cross-sectional anatomy as demonstrated by digital imaging techniques.

**RTE 1804 RADIOLOGY PRACTICUM I - AS**  
**Spring**  
**2 class hours** **2 Credits**  
**Prerequisites:** Admission to the Radiologic Technology Program and preceding Practicum course.

**Co-requisites:** Accompanying RTE courses for each semester of study.

**RTE 1814 RADIOLOGY PRACTICUM II - AS**  
**Summer A, Summer B**  
**2 class hours** **2 Credits**  
**Prerequisites:** Admission to the Radiologic Technology Program and preceding Practicum course.

**Co-requisites:** Accompanying RTE courses for each semester of study.

**RTE 1824 RADIOLOGY PRACTICUM III - AS**  
 Fall  
 2 class hours 2 Credits  
**Prerequisites:** Admission to the Radiologic Technology Program and preceding Practicum course.  
**Co-requisites:** Accompanying RTE courses for each semester of study.

**RTE 2834 RADIOLOGY PRACTICUM IV - AS**  
 Spring  
 2 class hours 2 Credits  
**Prerequisites:** Admission to the Radiologic Technology Program and preceding Practicum course.  
**Co-requisites:** Accompanying RTE courses for each semester of study.

**RTE 2844 RADIOLOGY PRACTICUM V - AS**  
 Summer A, Summer B  
 2 class hours 2 Credits  
**Prerequisites:** Admission to the Radiologic Technology Program and preceding Practicum course.  
**Co-requisites:** Accompanying RTE courses for each semester of study.

**RTE 2854 RADIOLOGY PRACTICUM VI - AS**  
 Summer A, Summer B  
 3 class hours 3 Credits  
**Prerequisites:** Admission to the Radiologic Technology Program and preceding Practicum course.  
**Co-requisites:** Accompanying RTE courses for each semester of study.

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## READING

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**REA 9002 READING SKILLS II (\*)**  
 Fall, Spring, Summer A, Summer B  
 6 class hours and laboratory hours 4 Credits  
**Prerequisite:** Testing or permission of Coordinator.  
 Reading Skills II is a required classroom/laboratory course for students whose reading test scores indicate a need for development of reading skills. Emphasis is placed on improving literal and inferential comprehension, vocabulary, rate, listening, writing, and study skills. A reading grade level of 9.0 is required to exit this course.

**REA 9003 READING SKILLS III (\*)**  
 Fall, Spring, Summer A, Summer B  
 6 class hours and laboratory hours 4 Credits  
**Prerequisite:** REA 9002, or testing, or permission of Coordinator.  
 Reading Skills III is a classroom/laboratory course which is required for students whose reading test scores indicate a need for development of reading skills. An integrated course of literal and inferential comprehension, vocabulary, rate and flexibility, listening, writing and study skills.

**REA 1605 STUDY SKILLS FOR COLLEGE STUDENTS-AA**  
 Fall, Spring, Summer A  
 1 class hour 1 Credit  
 This course is designed to introduce specific study strategies, encourage self-determination, and student motiva-

tion. Emphasis is on individual application of different learning techniques for all college students.

**REA 1620 SPECIAL STUDY SKILLS-AA**  
 Fall, Spring, Summer A  
 2 class hours 1 Credit  
 This course is designed to introduce specific study strategies with emphasis on practical application of study and learning techniques for success in college. Group guidance is used to increase motivation, to encourage self-determination, and to foster sound career planning. Course is required of all students on academic warning with at least 18 hours of credit and less than 2.0 grade point average.

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## REAL ESTATE

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(see Business/Management/Finance)

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## RESPIRATORY CARE

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**RET 1024 INTRODUCTION TO CARDIOPULMONARY TECHNOLOGY-AS**  
 Fall  
 3 class hours 3 Credits  
 A survey of the field including terminology and basic skills related to asepsis. The historical development of and current trends in cardiopulmonary technology are discussed.

**RET 1402 PULMONARY ELECTRONIC INSTRUMENTATION-AS**  
 Summer A  
 1 class hour, 3 laboratory hours 2 Credits  
**Prerequisite:** RET 1616  
 Mechanical and pulmonary analogs of electrical circuits with applied electronics are covered.

**RET 1616 CARDIOPULMONARY ANATOMY AND PHYSIOLOGY-AS**  
 Spring  
 1 class hour, 3 laboratory hours 2 Credits  
**Prerequisite:** RET 1024  
 This course covers cardiopulmonary anatomy and physiology in detail, blood gas analysis, and other hemodynamic calculations required in cardiopulmonary physiology.

**RET 1821 FRESHMAN CLINICAL I-AS**  
 Spring  
 6 laboratory hours 2 Credits  
**Prerequisite:** RET 1024  
 Supervised clinical practice at an affiliated hospital. Areas of concentration in this first clinical course are cardiopulmonary resuscitation and orientation to clinical affiliates. Included are oxygen and aerosol administration and general respiratory care and an introduction to invasive and non-invasive cardiology.

**RET 2234C RESPIRATORY THERAPY I-AS**  
 Fall  
 2 class hours, 6 laboratory hours 4 Credits  
**Prerequisite:** RET 1616  
**Co-requisite:** RET 2874  
 Medical gas, humidity and nebulization concepts are presented, as well as fundamentals of respiratory pharmacology. Clinical experience affords the student the opportunity to observe basic respiratory procedures and equipment maintenance.

- RET 2244C CRITICAL CARE APPLICATIONS-AS**  
 Spring  
 2 class hours, 6 laboratory hours **4 Credits**  
 Prerequisite: RET 2234C  
 Co-requisite: RET 2875  
 This course presents an in-depth study of critical care measures for medical, surgical, emergency and pediatric patients. Inter-aortic balloon pumping, Swan-Ganz monitoring and chest tube management are also presented.
- RET 2254C RESPIRATORY CARE THERAPEUTICS-AS**  
 Fall  
 2 class hours, 6 laboratory hours **4 Credits**  
 Prerequisite: RET I616  
 Co-requisite: RET 2234C  
 This course emphasizes the operation, application and evaluation of pressure breathing devices used in diagnosis and treatment of respiratory conditions.
- RET 2264C RESPIRATORY THERAPY II-AS**  
 Spring  
 2 class hours, 6 laboratory hours **4 Credits**  
 Prerequisite: RET 2234C  
 Co-requisite: RET 2875  
 This course deals with the theory and application of techniques of tracheobronchial hygiene and ventilation, and with patient monitoring.
- RET 2414C PULMONARY STUDIES-AS**  
 Spring  
 2 class hours, 3 laboratory hours **4 Credits**  
 Prerequisite: RET 2234C  
 Co-requisite: RET 2264C  
 Concentrating on diagnostic techniques, this course presents the theory, calibration, operation and clinical application of instruments used for recording and evaluating pulmonary function.
- RET 2874 CLINICAL PRACTICUM I-AS**  
 Fall  
 12 laboratory hours **4 Credits**  
 Prerequisite: RET I616  
 Co-requisite: RET 2234C  
 Under supervision, the student performs basic respiratory therapy procedures in both in-patient and out-patient situations. Class presentation also involves instruction in the rationale for procedures.
- RET 2875 CLINICAL PRACTICUM II-AS**  
 Spring  
 12 laboratory hours **4 Credits**  
 Prerequisite: RET 2874  
 Co-requisite: RET 2264C  
 Under supervision, the student assists the therapist in respiratory procedures for patients in acute care facilities. In addition, the student has experience preparing equipment for use in patient care.
- RET 2876 CLINICAL PRACTICUM III-AS**  
 Summer A  
 18 laboratory hours **6 Credits**  
 Prerequisites: RET 2875, RET 2264C  
 Co-requisite: RET 2930  
 Under supervision, the student participates in respiratory therapy care measures in all areas of the acute care facility. Students also maintain equipment, participate in emergency procedures and pulmonary function testing.

- RET 2930 RESPIRATORY THERAPIST AS A PROFESSIONAL-AS**  
 Summer A  
 2 class hours **2 Credits**  
 Prerequisite: RET 2264C  
 Co-requisite: RET 2876  
 The professional relationship of the respiratory therapist is presented and a basic research format is emphasized.

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## SCIENCES

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**Note:** It is recommended that all learning assistance (College Prep) classes be completed prior to enrollment in ANY Science Course.

### ~ General Science ~

- ISC 1001 FRONTIERS OF SCIENCE I-AA**  
 Fall, Summer A  
 3 class hours, 1 scheduled laboratory hour,  
 2 hours independent laboratory study **4 Credits**  
 The advance of science into the future as developed from geology, oceanography, space science, and electronics. Recommended as a general education course for non-Science majors. Includes audio-visual and hands-on experiences. May be taken before or after ISC 1002.
- ISC 1002 FRONTIERS OF SCIENCE II -AA**  
 Spring, Summer A  
 3 class hours, 1 scheduled laboratory hour,  
 2 hours independent laboratory study **4 Credits**  
 Advances in science in the fields of nuclear energy, chemistry, and environmental biology. The relationships of science to other fields of knowledge and to society. Recommended as a general education course for non-science majors. Includes audio-visual and hands-on experiences. May be taken before or after ISC 1001.

### ~ Anatomy ~

- BSC 1085 ANATOMY AND PHYSIOLOGY I-AA**  
**1086 ANATOMY AND PHYSIOLOGY II-AA**  
 1085 Fall, Spring, Summer A  
 3 class hours, 3 laboratory hours **4 Credits**  
 1086 Spring, Summer A and B  
 3 class hours, 3 laboratory hours **4 Credits**  
 Prerequisite: BSC 1010 or permission of instructor.  
 BSC 1085 is prerequisite for BSC 1086. A basic course with special emphasis on the chemical and physical phenomena of the human organism. Stress will be placed on anatomical and physiological relations, primarily for students in health related programs.
- BSC 1084C HUMAN PHYSIOLOGY AS**  
 Fall  
 4 class hours, 2 laboratory hours **5 Credits**  
 A study of the unifying concepts needed to understand the structure (anatomy) and function (physiology) of the human organism. This study begins with the smallest and simplest units of life, the atom, and proceeds to a study of life processes through molecular, cellular, tissue, organ and organ system levels. The course is designed for Health Technology Students. This cannot be used for transfer credit.

(\*)—Preparatory credit. Does not count toward a degree.

(\*\*)—Offered if sufficient demand.

~ Astronomy ~

**AST 2005/2005L ASTRONOMY I WITH LABORATORY-AA**  
**Fall, Spring**  
**3 lecture hours, 1 scheduled laboratory hour**  
**2 hours independent study** **4 Credits**  
**Prerequisite:** MAC 1102 or higher, or permission of instructor.  
 Part one of a two-semester sequence designed to provide an understanding and hands-on use of the astronomer's tools in the study of the stars and our solar system. AST 2005 and AST 2006 can be taken in any order but each must be taken concurrently with laboratory.

**AST 2006/2006L ASTRONOMY II WITH LABORATORY-AA**  
**Fall, Spring**  
**3 lecture hours, 1 scheduled laboratory hour**  
**2 hours independent study** **Total 4 Credits**  
**Prerequisite:** MAC 1102 or higher or permission of instructor  
 Part two of the two-semester astronomy sequence described above. AST 2005 and AST 2006 can be taken in any order but each must be taken concurrently with laboratory.

~ Biological Science ~

**BSC 1010/1010L BIOLOGICAL SCIENCE I WITH LABORATORY-AA**  
**Fall, Spring, Summer A**  
**3 class hours, 3 laboratory hours** **Total 5 Credits**  
**Prerequisite:** None  
 The physical chemical and biological principles involved in cellular activity. Emphasis on cellular respiration, nutrition, gas exchange, cellular transport, metabolic regulation, cellular reproduction and heredity.

**BSC 1011/1011L BIOLOGICAL SCIENCE II WITH LABORATORY-AA**  
**Spring, Summer A, Summer B**  
**3 class hours, 3 laboratory hours** **Total 5 Credits**  
**Prerequisite:** BSC 1010  
 The physical, chemical and biological principles involved in mitosis, meiosis, heredity, organismal development, evolution and ecology. Overview of the taxonomy and diversity of anatomical and physiological aspects of viruses, monera, protista, plants and animals.

**BSC 1020/1020L INTRODUCTORY BIOLOGY WITH LABORATORY - AA**  
**3 class hours, 3 laboratory hours** **5 Credits**  
 A one-semester combined lecture and laboratory study of the unifying principles of Biology and students not requiring the in-depth knowledge of BSC 1010-1011. Students will learn the basic concepts necessary to understand the biological foundations of major societal and bioethical issues confronting mankind.

**BSC 1030/1030L ENVIRONMENTAL BIOLOGY: MAN AND ENVIRONMENT - AA**  
**3 class hours, 3 laboratory hours** **5 Credits**  
 A nonscience-major approach to topics in environmental science with an emphasis on the impact of humans.

Contemporary ecological issues will be discussed and related to problems of local, regional, national and global concern. The laboratory will involve field trips, experiments, and debates related to lecture material.

**BSC 1040/1040L ENVIRONMENTAL BIOLOGY: SOUTH FLORIDA ENVIRONMENTS - AA**  
**3 class hours, 3 laboratory hours** **5 Credits**  
 Designed for students of all majors, this course will focus on the study of the natural environment of the region. Lecture topics will include basic ecological principles and processes, field study methods, and identification of biotic and abiotic components of the major ecosystems of southern Florida. Laboratory studies will include field trips to and scientific investigations of the diverse local ecosystems.

**MCB 1013/1013L MICROBIOLOGY WITH LABORATORY-AA**  
**Fall, Spring, Summer A and B**  
**3 class hours, 3 laboratory hours** **Total 5 Credits**  
**Prerequisites:** BSC 1010 or BSC 1011  
 A basic course for health-related programs. Lecture and laboratory experiences in morphology and physiology and microorganisms, including the pathogens. Practice in aseptic techniques will be stressed.

~ Botany ~

**BOT 2010C BOTANY WITH LABORATORY-AA (\*\*)**  
**4 combined class and laboratory hours** **4 Credits**  
**Prerequisite:** BSC 1010  
 Lecture, laboratory and field experience in morphology, development, genetics, and systems of plants. Ecological relationships are stressed.

~ Chemistry ~

**CHM 2030/2030L INTRODUCTION TO COLLEGE CHEMISTRY with lab-AA**  
**Fall, Spring, Summer A**  
**3 class hours, 3 laboratory hours** **Total 5 Credits**  
**Co-requisite:** MAC 1102 or MGF 1113  
 CHM is a one-semester course designed as a preparatory course both for those students planning to enter the CHM 2045/2046 sequence or those planning to take CHM 2031. This introductory course covers matter, energy and measurements, problem solving techniques, the atom and periodic table, chemical bonding, chemical formulas, chemical reactions, stoichiometry, gases, liquids, solutions and acids and bases, equilibrium, kinetics and thermodynamics.

**CHM 2031 INTRODUCTION TO ORGANIC AND BIOLOGICAL CHEMISTRY-AA**  
**Fall, Spring**  
**3 lecture hours** **3 Credits**  
**Prerequisite:** CHM 2030 or CHM 2045  
 This course provides an introduction to organic and biochemistry for students pursuing degrees in the Allied Health area, such as B.S. in Nursing. CHM 2031 cannot be used to fulfill the AA science requirement since it has no accompanying laboratory.

**CHM 2045/2045L GENERAL CHEMISTRY I WITH  
LABORATORY-AA**

**3 class hours, 3 laboratory hours      Total 5 Credits**  
**Prerequisites:** MAC 1102 and CHM 2030 (no student  
will be allowed to begin CHM 2045  
without CHM 2030 completed unless  
written permission is first obtained.)

CHM 2045 is the first half of a two semester general chemistry sequence. It will deal, in depth, with the topics of matter, chemical measurement, stoichiometry, atomic theory, bonding and molecular geometries.

**CHM 2046/2046L GENERAL CHEMISTRY II WITH  
LABORATORY-AA**

**3 class hours, 3 laboratory hours      Total 5 Credits**  
**Prerequisite:** CHM 2045

CHM 2046 is the second part of the two Semester General Chemistry Sequence. It will cover thermodynamics, equilibrium kinetics, oxidation-reduction and electrochemistry.

**CHM 2210/2210L ORGANIC CHEMISTRY I WITH  
LABORATORY-AA**

**Fall, Spring**  
**4 class hours, 3 laboratory hours      Total 5 Credits**  
**Prerequisites:** Student must have completed CHM  
2045/CHM 2046 sequence prior to  
enrollment.

CHM 2210 is the first part of a College level two semester Organic Chemistry Course designed for students entering such fields as Medicine, Dentistry, Chiropractic, Pharmacy and other 4 year-plus programs in the Health area as well as the Physical Science Areas.

**CHM 2211/2211L ORGANIC CHEMISTRY II WITH  
LABORATORY-AA**

**Spring, Summer A**  
**4 class hours, 3 laboratory hours      Total 5 Credits**  
**Prerequisite:** CHM 2210  
CHM 2211 is the second part of the two semester Organic Chemistry Sequence.

~ Geology ~

**GLY 1010/1010L PHYSICAL GEOLOGY WITH  
LABORATORY-AA**

**Fall**  
**3 class hours, 3 laboratory hours      5 Credits**  
**Prerequisite:** None

For both science and non-science majors. Includes the study of the earth's structure, three major rock classifications, minerals, and the erosion factors of waters and soils. May be taken before or after GLY 1100.

**GLY 1032/1032L EARTH REVEALED WITH  
LABORATORY-AA**

**Fall**  
**3 class hours, 1 laboratory hour      Total 4 Credits**  
**Prerequisites:** Must have completed Learning  
Assistance Reading and Math

Earth Revealed is an independent study multimedia course in the earth sciences. It includes twenty-six half-hour television programs addressing such topics as mineralogy, volcanism, environmental geology and plate tectonics. Generally, this course serves as a brief introduction to the major principles of physical geology.

**GLY 1100/1100L HISTORICAL GEOLOGY WITH  
LABORATORY-AA**

**Spring**  
**3 class hours, 3 laboratory hours      5 Credits**  
**Prerequisite:** None

Study of the earth's history through the study of rock layers, the interpretation of fossils, environmental conditions in which fossils existed, the dynamic interactions which brought about changes in earth structure, the interpretation of the historical record and the evolutionary changes occurring among certain marine life, and land flora and fauna. May be taken before or after GLY 1010.

~ Marine Science ~

**OCB 2010 MARINE BIOLOGY-AA (\*\*)**

**4 class hours of combined lecture and lab      4 Credits**  
**Prerequisite:** BSC 1010 or one year of high school  
biology, or permission of instructor.

Introduction to the biology of the sea and elementary oceanography. Emphasis on living organisms of the sea and their marine environment. Field collection methods and organism identification stressed.

**OCE 1001/1001L INTRODUCTORY OCEANOGRAPHY I  
WITH LABORATORY-AA**

**Fall**  
**3 class hours, 3 laboratory hours      Total 5 Credits**  
**Prerequisite:** None

An interdisciplinary approach covering geology, physics, and chemistry as they relate to the study of oceanography. Course topics to be covered will include plate tectonics (continental drift and sea floor spreading), properties of sea water, ocean currents, tides, waves, marine sediments, and classification of oceanic environments. Field activities will complement classroom activity.

**OCE 1002/1002L INTRODUCTORY OCEANOGRAPHY  
II WITH LABORATORY-AA**

**Spring**  
**3 class hours, 3 laboratory hours      Total 5 Credits**  
**Prerequisite:** OCE 1001 or permission of instructor.

A survey of biological oceanography with special emphasis on the classification and diagnostic features of the major groups (phyla) of marine organisms. Field trips are an integral part of this course.

**OCC 1001 OCEANUS - AA**

**Spring, Summer A**  
**3 class hours      3 Credits**  
**Prerequisite:** None

A self-paced, open enrollment, elective course in Oceanography. This course is designed for non-science majors and it is an interdisciplinary course which covers the fields of Marine Geology, Physical Oceanography, Chemical I Oceanography, and Marine Biology. The student works independently with a detailed workbook of assigned readings, study questions and video tapes for each of the 30 units. Course is suitable for general elective credit only and cannot be used as partial fulfillment of the AA science requirement since it has no accompanying laboratory.

~ Nutrition ~

**HUN 1001 FUNDAMENTALS OF NUTRITION AA**  
 Fall, Spring, Summer A  
 3 class hours 3 Credits  
**Prerequisite:** None  
 Basic fundamentals in relation to the normal diet, application to menu making and food preparation. Special emphasis on retention of nutrients and nutritional deficiency diseases. This course cannot be used to meet the AA Science requirement since it has no accompanying laboratory.

~ Physical Science ~

**PHY 1007 PHYSICS FOR THE HEALTH SCIENCES-AS**  
 Spring  
 3 class hours 3 Credits  
**Prerequisite:** MAC 1102, MGF 1113 or higher.  
 One semester course for students in the health sciences who need a background in physics which is broad in scope and stresses applications in the health field. This course cannot be used to meet the AA science requirement.

**PHY 1039 PRELUDE TO PHYSICS-AA**  
 Spring  
 3 class hours 3 Credits  
**Prerequisite:** MAC 1102  
 Problem solving designed to prepare students with little or no physics background to go into either PHY 2053 or PHY 2048. Topics include vectors, Newton's Laws, energy, simple machines, simple harmonic motion, heat, fluids and ideal gases. This course cannot be used in partial fulfillment of the AA science requirement since it has no accompanying laboratory.

**PHY 1053/1053L FUNDAMENTALS OF PHYSICS I WITH LABORATORY-AA**  
 Fall  
 3 class hours, 3 laboratory hours Total 5 Credits  
**Prerequisites:** MAC 1140 and MAC 1114 or MAC 2132  
 A non-calculus introduction to physics; primarily for pre-professional and technical students; mechanics, heat, and sound covered by the first session.

**PHY 1054/1054L FUNDAMENTALS OF PHYSICS II WITH LABORATORY-AA**  
 Spring  
 3 class hours, 3 laboratory hours Total 5 Credits  
**Prerequisites:** MAC 1140 and MAC 1114 or MAC 2132  
 Second half of two semester physics sequence. Topics covered in this part include light and electricity.

**PHY 2048/2048L GENERAL PHYSICS I-AA**  
 Fall  
 3 class hours, 3 laboratory hours Total 5 Credits  
**Prerequisites:** MAC 2311/MAC 2312 (MAC 2312 may be taken concurrently)  
 A traditional calculus based comprehensive physics course. Topics covered in the first semester include mechanics, heat and sound.

**PHY 2049/2049L GENERAL PHYSICS II WITH LABORATORY-AA**  
 Spring  
 3 class hours, 3 laboratory hours Total 5 Credits  
**Prerequisite:** PHY 2048  
 Second half of the two semester calculus based physics sequence. Topics include electricity and magnetism.

~ Zoology ~

**ZOO 2010 ZOOLOGY WITH LABORATORY-AA (\*\*)**  
 3 class hours, 1 scheduled laboratory hour, 2 hours independent laboratory study 4 Credits  
**Prerequisite:** BSC 1010  
 Lecture, laboratory, and field experience in the morphology, physiology, development, genetics, and systematics of vertebrate and invertebrate animals and their environmental relationships. Ecological relationships are emphasized.

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**SOCIOLOGY**

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**SYG 1000 INTRODUCTION TO SOCIOLOGY-AA**  
 Fall, Spring, Summer A  
 3 class hours 3 Credits  
 A study and analysis of the structure of society encompassing traditional, cooperative, competitive, and conflict behavior as a result of group social interaction.

**SYG 1010 CONTEMPORARY SOCIAL PROBLEMS-AA**  
 Fall, Spring  
 1-3 class hours 1- 3 Credits  
 An analysis of contemporary social problems in American society presented in a combination of film and discussion format. The student enrolls for any number of the following three modules:  
 1. Minority Groups Today; Women's New Awareness; The Poverty Issue; Work at the Bottom.  
 2. Breakdown in the Legal System; Violence in Society; The Ecology Dilemma.  
 3. Problems of the Individual in Modern Society; A Generation of Peace? Looks into the Past and the Future.

**SYG 2430 MARRIAGE AND THE FAMILY-AA**  
 Fall, Spring  
 3 class hours 3 Credits  
 An examination of the nuclear family; its origins, history, status at present, and struggle for survival. Attention is given to male-female relationships, changing lifestyles, conflict, parenthood, and divorce.

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**SPEECH**

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**SPC 1010 FUNDAMENTALS OF SPEECH COMMUNICATIONS-AA**  
 Fall, Spring, Summer A, Summer B  
 3 class hours 3 Credits  
 Principles and practices in basic speech communications with emphasis on student participation in a variety of speaking-listening experiences common to everyday situations. Techniques of speech preparation, content, presentation, listening evaluation are taught with the aid and use of audio visual equipment, all designed to increase student understanding of the interactive nature of oral communication.

(\*)—Preparatory credit. Does not count toward a degree.

(\*\*)—Offered if sufficient demand.

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## STUDENT LIFE SKILLS

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**SLS 1101 INTRODUCTION TO COLLEGE STUDIES-AA**

Fall, Spring, Summer A

3 class hours

3 Credits

This course is designed to make the adjustment of the first time entering college student, as well as the reentering student, more comfortable and successful; to help the student develop effective learning strategies and techniques in order to be successful in college studies. The overall emphasis of the course is to positively impact the academic performance, social adjustment, and personal growth of the student.

**SLS 1371 PORTFOLIO DEVELOPMENT-AS**

Fall, Spring

1 class hour 1 Credit

**Prerequisite:** Permission of instructor.

The portfolio is a method whereby students can document prior experiential learning obtained outside the college classroom. This course focuses on the development of the portfolio, the compilation of documentation, and the appropriate presentation for assessment of the portfolio.

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## TELEVISION

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See Media

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## THEATRE ARTS

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**THE 1020 INTRODUCTION TO THEATRE-AA**

Fall

3 class hours

3 Credits

Introductory study of the elements of drama and the process of theatrical production, with special emphasis on reading, analyzing and experiencing contemporary drama. Note: Students concentrating in Theatre Arts should take this course before or concurrently with Acting 1.

**THE 1925, 2925 THEATRE PERFORMANCE AND PRODUCTION-AA**

Fall, Spring, Summer A, Summer B

6 studio hours

1 Credit

Rehearsal and performance in a major college or professional production. Open auditions. Each course may be repeated once for credit.

**THE 2100 THEATRE HISTORY AND LITERATURE-AA**

Fall, Spring

3 class hours

3 Credits

A comprehensive survey of the development of the theatre and its literature from its beginnings to modern times, to include reading and discussion of plays representative of each significant theatrical period and study of their relationship to their cultural and social setting.

**TPA 1200C, 2200C FUNDAMENTALS OF THEATRE PRACTICE I-II AA**

Fall, Spring, Summer A, Summer B

6 studio hours

1 Credit

Instruction and practical experience in stagecraft, design, lighting, costume in connection with college or professional productions. Each course may be repeated once for credit.

**TPP 1110, 1111 ACTING I-II-AA**

Fall, Spring

3 class hours

3 Credits

**Prerequisite or Co-requisite:** THE 1020 or permission of instructor.

Principles and techniques of acting with production of selected scenes.

**TPP 2112 ACTING III -AA**

Spring

3 class hours

3 Credits

Continuation of TPP 1110-1111 to include styles of acting and basic directing problems.

(\*)—Preparatory credit. Does not count toward a degree.

(\*\*)—Offered if sufficient demand.



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&  
FACULTY**

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M.A., East Texas State University  
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Provost, Lee County Campus  
B.S., M.S., Ed.D., University of Tennessee  
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A.A.S., Navarro College  
B.A., University of Texas, Austin  
M.B.A., University of Texas, Tyler  
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C.A.S.E., John Hopkins University  
M.Ed., Antioch University  
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 KANE, Howard L.  
 WATTENBARGER, James L.

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*Programs, activities and facilities of Edison Community College are available to all on a non-discriminatory basis, without regard to race, color, creed, religion, sex, age, disability, marital status, or national origin. The College is an affirmative action Equal Opportunity Employer.*













Edison College Library



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## GENERAL INFORMATION

## ADMISSIONS AND FINANCIAL AID

## ACADEMIC POLICIES AND ACCELERATED PROGRAMS

## STUDENT SERVICES AND STUDENT ACTIVITIES

## COURSE DESCRIPTIONS

### *Charlotte County Campus*

2511 Vasco Street  
Punta Gorda, Florida 33950  
813/639-8322

### *Collier County Campus*

7007 Lely Cultural Parkway  
Naples, Florida 33962  
813/732-3700

### *Lee County Campus*

8099 College Parkway  
Fort Myers, Florida 33919  
813/489-9300